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CRANBROOK ACADEMY OF ART STUDENT HANDBOOK 2016-2017

STATEMENT OF NON-DISCRIMINATION

Cranbrook Academy of Art does not discriminate on the basis of race, color, national origin, religion, creed, sex, height, weight, marital status, disability, veteran status, age, sexual orientation, gender identity, genetic information, or any other basis prohibited by local, state or federal law in its programs and activities. Inquiries regarding the non-discrimination policies may be addressed to: Amy Deines, Dean, Cranbrook Academy of Art, 39221 Woodward Avenue, P.O. Box 801, Bloomfield Hills, MI 48303-0801.

ACCREDITATION AND STATE APPROVAL

Cranbrook Academy of Art is accredited by the Higher Learning Commission North Central Association (HLC-NCA) and the National Association of Schools of Art and Design. The Architecture program is not professionally accredited. Any person may review documents describing the Academy's accreditation by contacting Judy Dyki, Library Director (248-645-3364), or Leslie Tobakos, Registrar, Financial Aid & Admissions Manager (248-645-3360). Documents are maintained in the Academy Office.

The Academy is approved as an educational corporation by the State of Michigan to provide higher education degree programs. Any person may review documents describing the Academy's state approval by contacting Leslie Tobakos, Registrar, Financial Aid & Admissions Manager (248-645-3360).

COMPLAINT PROCEDURES

Cranbrook Academy of Art encourages students and prospective students with complaints relating to institutional policies and consumer protection issues to first address their concerns with personnel in the office or department that caused the alleged grievance or to contact Leslie Tobakos, Registrar, Financial Aid & Admissions Manager (248-645-3360). Senior administrators may be involved as needed to address the complaint.

Pursuant to the state authorization provision of the Program Integrity Regulations (34 C.F.R. 668.43) established by the Department of Education on October 29, 2010, the following contact information is provided for filing complaints that remain unresolved after engaging in the above-referenced process:

- If you have concerns regarding the quality of instruction provided at the Academy or the Academy's ongoing ability to meet its accreditation requirements, you may contact the University's accreditor, Higher Learning Commission North Central Association (HLC-NCA), using the process described at <http://www.ncahlc.org/Information-for-the-Public/complaints.html>. Mail the complaint letter and its attachments to the Commission's office at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411.
- Complaints concerning consumer protection violations may be directed to the Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, through the process described at http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf. Mail complaints to: State Of Michigan Department of Licensing and Regulatory Affairs/Corporations, Securities & Commercial Licensing Bureau/Administrative Services Section-Complaint Intake/P.O. Box 30018/Lansing, MI 48909.

DIRECTORY INFORMATION

Directory information is information which would generally not be considered harmful if disclosed. At the Academy, Directory Information includes, but is not limited to, the following: **name; email address; telephone number; city and state of residence; previous institutions attended; department of study; academic terms of attendance; degree earned at Cranbrook; awards earned, photographic image.** This information may be provided to other students for contact purposes, published in graduation or award ceremony programs, used in Academy promotional efforts (including social media), or provided as education verification for prospective employment, education or research. Cranbrook does not release personally identifiable information to outside commercial sources.

Currently enrolled students may withhold disclosure of personally identifiable, directory-type information under the Family Educational Rights and Privacy Act (FERPA). To withhold disclosure, written notification must be provided to **Leslie Tobakos, Registrar, Financial Aid & Admissions Manager, Cranbrook Academy of Art, P.O. Box 801, Bloomfield Hills, MI 48303-0801.** The Academy assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

Students and staff are directed to review the *Notification of Rights under FERPA* document posted on the CAA Intranet *Financial Aid, Registration & Forms* page in the *Miscellaneous* section. The document may also be found on the Cranbrook Academy of Art website on the Consumer Information page.

ACADEMY STAFF

NOTE: When using an on-campus (landline) telephone to dial a Cranbrook telephone number (beginning with 248-645-), dial the last four digits of the telephone number only.

Administration – located in the Art Academy Office

*Academy Office Hours: Monday – Friday, 9:00 a.m. - 5:00 p.m.
Academy Main Office Number: (248) 645-3300*

2nd Floor – Academy Office

Chris Scoates – Director, Cranbrook Academy of Art and Cranbrook Art Museum (248) 645-3301 – *Oversees all activities of the Academy and the Art Museum.*

Debra Watson - Executive Assistant to the Director, (248) 645-3301 - *Provides support to the Director.*

Amy Deines – Dean, (248) 645-3090 - *Oversees all aspects of the academic program as well as the recruitment efforts of the Academy.*

Leslie Tobakos - Registrar, Financial Aid & Admissions Manager, (248) 645-3360 - *Handles all aspects of financial aid program; responsible for registration and records management; manages admissions process. Manages student work program, including hiring and budget; assists students with time keeping issues.*

Vanessa Lucero Mazei - Student Services Manager, Admissions Coordinator & Assistant Registrar (248) 645-3306 - *Primary liaison for student life, services, international advising, billing/student accounts and assists with records and admissions activities.*

Carrie Baker Mazure - Administrative Assistant to Enrollment and Student Services, (248) 645-3300 - *Provides direct service to students and support to the Enrollment/Student Services Office.*

Julie Montgomery - Administrative & Budget Support Assistant, (248) 645-3166 - *Oversees Department Budgets, Purchasing Cards and issues in the Academy facilities.*

Trisha Holt – Academic Programs Coordinator, (248) 645-3363 – *Coordinates Critical Studies and public lectures series schedules, awards process; assists with Professional Practice program and with recruitment.*

Julie Fracker – Director of Communications, (248) 645-3329 - *Oversees all external and internal communication for the Academy and Art Museum, including public and media relations.*

Scott Sendra – Website editor, (248) 645-3752

Alpesh Kantilal Patel – Critical Studies Fellow Fall 2016

Kristi McGuire – Critical Studies Fellow Spring 2016

1st Floor – CAA/CAM Advancement Office

Scott Winter – Director of Development, (248) 645-3214 – Oversees all development and fundraising efforts for the Academy and Art Museum. Also oversees the Academy's Alumni Relations program.

Kelly Lewis Gump - Director of Annual Giving and Membership, (248) 645-3333 - Develops and implements the Academy and Art Museum annual giving programs and the Museum's membership group, ArtMembers@Cranbrook.

Lindsay Sebold – Development Coordinator, (248) 645-3214 – Provides all administrative support in the Development Office, including the acknowledgement process for donors and members. Supports the Director of Development and also manages the Cranbrook Contemporaries young professionals group.

Ellen Chase – Development Associate, (248) 645-3471 – Assists the Director of Membership and Annual Giving and supports special projects as needed.

Susan Hall – Special Events & Volunteer Coordinator, (248) 645-3579 – Manages major fundraising events for the Academy and Art Museum.

Artists-in-Residence (Department Heads)

Architecture:	Bill Massie , (248) 645-3462
Ceramics:	Anders Ruhwald , (248) 645-3304
2-D Design:	Elliott Earls , (248) 645-3083
3-D Design:	T. Scott Klinker , (248) 645-3335
Fiber:	Mark Newport , (248) 645-3337
Metalsmithing:	Iris Eichenberg , (248) 645-3340
Painting:	John Corso , Fall 2016 (248) 645-3344 Beverly Fishman , (248) 645-3344
Photography:	Patrick Rock , Fall 2016, (248) 645-3326 Liz Cohen , (248) 645-3326
Print Media:	Susan Campbell , 2016-2017, (248) 645-3330
Sculpture:	Heather McGill , (248) 645-3343

CAA Library

Judy Dyki, Director of Library and Academic Resources, (248) 645-3364

Mary Beth Kreiner, Librarian, (248) 645-3477

Elizabeth Dizik, Library Assistant, (248) 645-3355

Central Media Lab

Michael Paradise, Technology Coordinator / Central Media Lab Manager, (248) 645-3316

Laura Bombach, Assistant Technology Coordinator, (248) 645-3398

Central Materials Lab

Aaron Blendowski, Fabrications Coordinator / Central Materials Lab Manager,
(248) 645-3347
Evan Fay, Assistant Fabrications Coordinator (same number)

Cranbrook Art Museum

Andrew Blauvelt, Director

Mark Baker, Head Preparator and Exhibition Designer, (248) 645-3370

Kelly Lyons, Curator of Education, (248) 645-3314

Laura Mott, Curator of Contemporary Art and Design, (248) 645-3361

Leslie Mio, Associate Registrar, (248) 645-3747

Kim Larsen, Senior Administrative Assistant, (248) 645-3319

Christine McNulty, Registrar, (248) 645-3311

Steffi Duarte, Curatorial Fellow, (248) 645-3770

Cranbrook Center for Collections and Research

Greg Wittkopp, Director (248-645-3315)

Leslie Edwards, Head Archivist (248-645-3583)

Jody Helme-Day, Administrative Assistant (248-645-3307)

Kevin Adkisson, Collections Fellow (248-645-3358)

ACADEMY FACILITIES

CAA Library

Circulation Desk, (248) 645-3355

Hours (September - May)

- **Monday:** 9:00 a.m. – 8:00 p.m.
- **Tuesday:** 9:00 a.m. – 8:00 p.m.
- **Wednesday:** 9:00 a.m. – 8:00 p.m.
- **Thursday:** 9:00 a.m. – 8:00 p.m.
- **Friday:** 9:00 a.m. – 5:00 p.m.
- **Saturday:** 1:00 p.m. – 5:00 p.m.
- **Sunday:** 1:00 p.m. – 5:00 p.m.

The CAA Library serves as a resource of visual and written materials to support the research needs of students currently enrolled in the Academy, CAA faculty and staff, and the curatorial staff at Cranbrook Art Museum. The Library offers a complete range of print materials, databases, and interlibrary loan services. Students may request information from a number of online library services and may receive books and photocopies of periodical articles from other libraries on the MeLCat (Michigan Electronic Library) and OCLC networks. Students may also borrow materials from the nearby Bloomfield Township Public Library and the Baldwin Public Library (Birmingham).

Users are issued Library cards and receive a detailed list of collections, policies, and services during the first week of session.

The CAA Library Circulation Desk sells various electronic media (CD-Rs, DVD-Rs, mini DVs, minidisks, USB drives, etc.) These are available during the hours the Library is open.

Central Media and Production Facility

The Central Media and Production Facility is comprised of the 'Central Media Lab', the 'Viewing Room', with tiered seating for up to 25 that may be reserved for student or department use, 'Production Studio' with cove wall & sound booth, and 'Staging Area', a project fabrication area with Embroidery Machine, 3D printer & scanner. The CML has a staff of 10 student lab assistants and a full-time Manager. This resource center services the diverse needs of Academy students and Artists-in-Residence with digital 2 & 3D print media workflows, along with sound and motion graphics processing. For further information call or email Michael Paradise (248-645-3316; mparadise@cranbrook.edu).

The Central Media and Production Facility maintains regular hours of operation, weekdays, 9am to 11pm, weekends Noon to 11pm. The lab arranges structured workshops, self-paced online tutorials and access to regional professionals and facilities to discuss and demonstrate new tools in practice. 15-networked workstations (most dedicated to high-end applications) are distributed throughout the facility. The CML offers a digital equipment lending library for students and staff. Large format printing options range from 17" to 60" width

(double weight archival matte roll media supplied). All students and staff have print accounts that will allow access to centrally managed printers in the CML. Cash payments can be made to your account at the Administration Office front desk between the hours of 9:00 a.m. and 3:00 p.m. Credit card payments can be made online in the lab at any time. User/password for printing is the same as Internet and server access - the Tech Info handout (provided during Registration) covers this and many other topics in detail. A link to the PDF is available on the CAA Intranet Media Lab page. **All departments are urged to attend their CML orientation to learn about what's new each year.**

Central Materials Lab / Fabrication Facilities

Hours (September – May)

- **Open daily and evenings, as posted during regular Academic Session.**
- **Hours may be limited or shop may be closed during Academy-wide breaks.**
- **Hours may also be shortened during the first week of the first semester for staff training.**
- ***Please note that the Lab may be closed during Academy-wide lectures so that student employees may attend.***

The Central Materials Lab, located on the main floor of the Sculpture building, is an open workspace for all students and faculty. The shop provides large and small power tools, hand tools and full-time instruction in fabrication-related topics.

The Fabrication facilities at the Academy include a fully equipped Woodshop, a machine room, which houses a 96x48 inch Techno Isel CNC router, and a 96x48 inch Techno Isel CNC plasma cutter. Adjacent to the Woodshop is an open workspace, which houses two Universal laser cutters, one 24x48 inch and the other 32x18 inch. Also in this workspace is a 48x48 inch vacuum former for plastic forming. There is a model shop and industrial-size spray booth, fully ventilated for experimentation with new materials such as epoxies and resins, adjacent to the woodshop. All of these facilities are shared and open to all students for use, and are staffed by knowledgeable and friendly technicians and student assistants. Individual instruction is available; all students are welcome, no matter their skill level. The staff prides themselves on putting safety first, and with helping students build confidence in their fabrication skills, instead of merely doing the work for them. The fabrication facilities are acquiring new techniques annually. If there is something you are interested in, please bring it to the attention of the fabrications coordinator. Throughout the year, workshops are held to introduce students to new forms of creating work on campus. These workshops range from digital fabrication, basic electronics building and simple programming, as well as demonstrations on analog tools, which work alone, or in tandem with digital tools.

Because safety is the Academy's first priority, all students who plan to use the shop for any reason will be required to attend a general safety orientation before being allowed to work in the shop. These safety orientations will be

offered several times during the first two weeks of school and as needed throughout the year. Individual orientations will be required for the table saw, shaper, lathe, mortiser and a few of the power hand tools like the router. These mini orientations may be as long as an hour or as short as five minutes depending on the complexity of the tool and the user's previous experience. Group and mini orientations will be offered regularly throughout the semester and upon request.

In addition to the safety orientations, open workshops will be offered several times a year, with topics like making picture frames, building pedestals and making stretchers. Class size will be limited, and determined on a sign-up basis, but everyone who wants to learn will be accommodated. The Central Materials Lab management goal is to serve the Cranbrook community in new and better ways each year. Please feel free to share your observations and aspirations concerning the shop.

Fabrication Machines:

There is an additional charge for the use of digital fabrication machines (including CNC router, CNC plasma cutter, laser cutters). Fees must be paid in advance in the CAA Office, Monday through Friday, between the hours of 8:30 am and 5:00 pm. Current charges are ***non-refundable*** at \$20/hour; \$250/semester; \$500/academic year. Students who have not prepaid will not be able to use the fabrication machines (***no exceptions***).

Cranbrook Art Museum

Art Museum Visitor Services / Museum Desk, (248) 645-3320

Art Museum Hours (September through May)

<i>Tuesday through Friday</i>	<i>11:00 a.m. – 5:00 p.m.</i>
<i>Saturdays and Sundays</i>	<i>11:00 a.m. – 5:00 p.m.</i>
<i>Art Museum Offices</i>	<i>9:00 a.m. – 5:30 p.m.</i>

About Cranbrook Art Museum

Cranbrook Art Museum is a contemporary art museum, and an integral part of Cranbrook Academy of Art. The Art Museum, which was established in 1930 and opened in its current building in 1942, is Eliel Saarinen's final masterwork at Cranbrook. Today, the Art Museum presents original exhibitions and educational programming on modern and contemporary architecture, art, crafts, and design, as well as traveling exhibitions, films, workshops, travel tours, and lectures by renowned artists, designers, artists, and critics throughout the year.

In 2011, the Art Museum completed a three-year \$22 million construction project that included both the restoration of the Saarinen-design building and a new state-of-the-art Collections Wing addition. The Collections Wing provides Academy students unprecedented access to the Art Museum's permanent collection of almost 6,000 works of art, architecture, craft and design from the late 1800s to the present, as well as a study collection of world textiles going back many centuries. Cranbrook's new Center for Collections and Research, which includes Cranbrook Archives, also is located in the Lower Level of the museum and is open to Academy students for research and inquiries during regular museum hours.

Exhibitions during the 2016-2017 Academic Year:

Unsettled: The Work of Edward Gorey (exhibition dates: September 18, 2016 – March 12, 2017), *The Truth Is I Hear You* (opens November 19, 2016 through March 19, 2017), *Cranbrook Time Machine: Twentieth-Century Period Rooms* (exhibition dates: November 19, 2016 – March 19, 2017), *From The Vault: Recent Gifts to the Collection* (opens November 19, 2016 – March 19, 2017), and the highlight of the exhibition season, *The Graduate Degree Exhibition of Cranbrook Academy of Art* (exhibition dates: April 22 – May 14, 2017).

Student Memberships

Academy students and their immediate family (spouses/partners and children) are members of the Museum during their two years of study. Privileges include free admission to the Museum, including exhibitions and ArtMembers opening receptions, lectures, symposiums, and film series.

ACADEMY SERVICES

Student Enrollment Verification

Student records are maintained by Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, with the assistance of Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*. Both are authorized to provide proof of enrollment and other academic verifications.

Enrollment status is automatically reported to federal student loan servicers each semester. Students with private loans and those with federal Perkins loans are advised to contact their lender for a deferment form. Deferment forms may be brought to Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, who will complete the form in a timely manner.

Academic Transcripts

Academic transcripts are requested by completing a transcript request form found on the Academy website or on the *Student Forms and Important Student Information* page of the CAA Intranet, under the *Miscellaneous* section. Each student may receive one free copy of his or her transcript; all subsequent requests for transcripts are \$5.00 per transcript. Students may request transcripts *only* by completing the proper form; any other request will not be processed due to federal privacy regulations. Transcripts will not be released if the student has a past due balance owed to Cranbrook Academy of Art. Transcript requests and questions should be submitted to caaadmissions@cranbrook.edu or the Academy Office. Please allow at least one week for processing.

Confidential Counseling Services

The Academy contracts with Catholic Charities of Southeast Michigan for confidential counseling. Those who require personal counseling are encouraged to make an appointment with a counselor at Royal Oak (248) 548-4044 or Waterford at 248-666-8870. Students are provided with 5 counseling visits per year at no charge. Students should identify themselves as Academy students when making appointments. Billing will be directed to the Academy and kept confidential. ***Although the word "Catholic" appears in the title, the agency is not directly associated with any religious group. This agency is the most respected in its field in this area.***

Common Ground Mental Health is also available to students who need help with an immediate crisis or a referral. Students should call the 24 hour Helpline at 800-231-1127 for a free assessment. Assessments can be done on the phone or in person. Common Ground has extensive mental health resources in the local area, some of which offer sliding-scale fees.

Please contact Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, for further information.

Health Services

The Academy does not offer an on-campus medical facility for its students. Please see *Accidents and Illnesses* (pg. 55) for information regarding emergency procedures in case of illness or injury.

Students insured by the Academy's student health insurance should seek attention from a PPO provider in the First Health Network. Please call (888)685-7774 or go to www.firsthealth.com to find participating doctors, hospitals, and clinics. Costs and co-pays will be higher if a non-participating care provider is selected. <https://consolidatedhealthplan.com/group/461/home>

The following local First Health providers are listed for students' convenience should they require urgent care or emergency services:

St. Joseph Mercy Hospital 44405 Woodward Avenue Pontiac, MI 248-858-3000	William Beaumont Hospital 801 West 13 Mile Road Royal Oak, MI 248-288-8000
Birmingham Royal Oak Medical Group 5130 Coolidge Highway Royal Oak, MI 248-288-9500	Beaumont Hospital – Adult After Hours Clinic 3535 West 13 Mile Road Royal Oak, MI 248-551-1210
Concentra Urgent Care 627 East Maple Road, #200 Troy, MI 248-524-1912	Somerset Urgent Care PLLC 1500 W Big Beaver Rd Ste 104 Troy, MI 248-649-4444

International Student Services

The Academy does not have a formal International student office. Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, act as International Student Advisor with assistance from Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*.

The Student Services Manager will conduct an International Student Orientation in the Fall to welcome International Students to the campus and introduce the Academy. In the Spring, an Optional Practical Training (OPT) meeting will be held to explain the process of applying for OPT.

Appointed International Student Representatives, under the direction of Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, assist in providing service to the International Student body. They offer a supportive presence to ease the period of acclimation by answering questions and hosting events throughout the year. The 2016-2017 International Student Representatives are: Junyu Li and Qingyu Wu.

Student Identification (ID) Cards

Each first-year Academy student receives an access card with photo that serves as their identification, which is to be used throughout the two-year program. New students are photographed for their ID cards immediately following Orientation. All students are required to have a current ID card in their possession. Students whose ID cards are lost or stolen must notify the Academy Administration office. The fee for a replacement card is \$20.

Food Service

Meals are available for purchase by Academy students in the Cranbrook Upper School Dining Hall, the Kingswood Dining Hall, and Reflections Café at the Institute of Science.

Cranbrook Upper School & Kingswood Dining Halls

Cost to students is \$5+tax/meal (all you care to eat) with Academy ID; cost to guests is \$8+tax/meal. Students may pay for food in the Dining Halls with cash or they may charge to their student accounts. *Note: Student may purchase a meal card in advance for 5 meals for \$20; meal cards are available in the CAA Office.*

Dining Hall Hours

Monday - Friday

Breakfast: 7:00 a.m. - 8:30 a.m.

Lunch: 11:15 a.m. - 1:30 p.m.

Dinner:

Cranbrook Dining Hall: 5:00 p.m. - 7:30 p.m.

Kingswood Dining Hall: 5:15 p.m. – 7:15 p.m.

Saturday – Sunday

Continental Breakfast: 10:00 a.m. - 11:00 a.m.

Brunch: 11:00 a.m. - 1:00 p.m.

Dinner: 5:00 p.m. - 6:15 p.m.

**Please note that both Dining Rooms will be closed on the following dates: November 19 through and including November 27 (service resumes on November 28); and on December 22 through and including January 3 (service resumes January 4).*

Reflections Café Hours

Coffee, snacks, light meals are available for purchase on a cash basis.

- Monday: Closed
- Tuesday – Friday 7:45 a.m. – 3:00 p.m.
- Saturday 11:00 a.m. – 3:00 p.m.
- Sunday 12:00 noon – 3:00 p.m.

Vending Machine

A vending machine is located in the Media Lab for snacks and change.

Cooking on Campus

Cooking is not allowed in dormitories. All students may cook in their department kitchens.

Mail Service

The address for all students at the Academy is:

(Your name)

Cranbrook Academy of Art

39221 Woodward Avenue

Bloomfield Hills, MI 48304-5027

Never use your department or dormitory room number as part of your address, and always be sure “Cranbrook Academy of Art” appears along with your name.

Remember that the Academy is part of a large community. Put *Academy of Art* on **everything**.

Regular mail is delivered to the student mailboxes, located at the entrance of Dorm I, each weekday. Those receiving packages larger than the mailbox will be notified where to pick up the packages in either the mailroom at the Academy Offices or at Cranbrook's main Shipping and Receiving Warehouse in the Valley.

Students expecting package shipments must wait until they receive notification for package pick up, rather than contacting Administration or the central mailroom to find out if a package has arrived. Please be patient! Notification from a vendor might mean that it is at the Post Office and not on Cranbrook grounds yet. Any email notifications regarding package delivery that are sent from Cranbrook's shipping and receiving or from the CAA Office will be sent to the student's Cranbrook email address.

Academy-related packages may be mailed from Cranbrook's central shipping and receiving, with a department account number, located in the building behind 19 Valley Way, each weekday, 8 am – 4 pm, Monday - Friday. Personal UPS shipments must be paid for and arranged online in advance at ups.com and then dropped off for delivery.

The Cranbrook Shipping and Receiving Warehouse number is 248-645-3159.

Fax Machine

A fax machine is located in the Academy Office. Please contact the front desk in the CAA Office with questions, (248) 645-3300. To fax documents to Cranbrook Academy of Art, use (248) 645-3591.

Copy Machine

A copy machine for student use is located in the Library. Copy fees are \$.10 per black & white copy and \$.50 per color copy, for all sizes up to 11'x17". Scans are free and may be saved to a USB drive or e-mailed to a student's cranbrook.edu e-mail address.

Printing from Computer

Students may print (b/w only) from a computer in the Library. The first 10 copies are free, and additional copies are \$.10 each.

Telephones

Campus telephones are to be used for local calls only. All studios are equipped with telephones for safety and convenience; these are intended for emergency and studio business calls only. For calls to Cranbrook telephone numbers, only the last 4 digits of the number are required. Dormitory rooms can have an extension activated upon request. Contact Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, to learn more at 248-645-3306.

Guest Rooms

Academy guest rooms may be booked with Carrie Baker Mazure, Administrative Assistant in the Academy Office (248-645-3300), on a first come,

first served basis*. Students may only book one guest room at a time. The Academy may limit the number of nights for which a room may be booked. Advance payment is required (cash or check only). **Guest rooms are not available in the summer.**

Guest room prices are as follows:

Dorm 3, Room 19 (2 twin beds)	\$40.00 per night
Dorm 3, Room 18 (1 queen/kitchenette)	\$50.00 per night
West Guest (1 twin bed)	\$35.00 per night

****Note: In an emergency situation, the Academy Administration reserves the right to cancel student reservations for academic needs.***

On-Campus Exercise Facilities

Cranbrook Schools generously offers access to their athletic facilities, at no charge, to Academy students, faculty, and staff. Information regarding exercise facilities availability and restrictions will be posted on the CAA Intranet *Student Forms and Important Student Information* page. The Williams Natatorium (swimming pool) has its own schedule and to-date information on open swim times can be found online at <http://schools.cranbrook.edu/williamsnat> or by calling (248) 645-3734.

Please note that skateboarding or rollerblading is not allowed on Cranbrook historic landmark grounds.

Career Assistance

The Academy offers several resources to help students prepare for careers after graduate school. A full listing of the Professional Practices program is posted each year on the CAA Intranet. This program includes presentations, workshops and classes offered throughout the year. The CAA Library maintains position announcements and job information that has been sent to the Academy, and Library staff maintains an extensive listing of job-search resources. Job postings are also added regularly to the CAA Intranet, posted in Hotline and are sometimes shared on the Academy's Facebook page. Students who wish to teach are encouraged to join the College Art Association. Extensive consultation between each Department Head and his/her students regarding career goals is done on an ongoing basis.

Student-Centered Services

Studio Council

Studio Council, comprised of a group of delegates from each department, meets frequently to help administer the student activities budget, plan for student social events, and resolve issues of concern to the departments. Introduction to the current Studio Council representatives is made at Orientation. All students are encouraged to meet with their representatives and to understand their role in the support of student concerns. Vanessa Lucero Mazei, *Assistant Registrar and Student Activities Coordinator*, is the administrative liaison to Studio Council.

Student Gallery Space

The Forum Gallery, a space allocated for student exhibitions throughout the year, is managed by student coordinators appointed/supervised by Studio Council and overseen by the Student Services Manager. All students are

encouraged to participate in Forum Gallery activities and are asked to make show proposals and to act as curators.

Student Lounge

Another space allocated for student use and managed by student coordinators appointed/supervised by Studio Council and overseen by the Student Services Manager. Most social gatherings center around the student lounge, aka as "Lounge" and formerly known as "Slade's." The facility is in the lower level of Dormitory I/the Design Building and offers music, a pool table, and relaxation. Students using the lounge facility are required to clean it after use. As it is located in a building with student housing, quiet hours must be observed. All student code-of-conduct and alcohol rules must be observed in Lounge. The Administration may close or limit access to the lounge if students fail to use Lounge in a way that maintains respect for the students working and living above it or if there are safety and/or security concerns.

ACADEMIC POLICIES

General Description of Curriculum

Cranbrook Academy of Art is a two-year, graduate program offering the Master of Fine Arts and Master of Architecture degrees. It is a studio program based upon individual study and research and the actual creation of art, design, and architectural projects. There are no discrete courses; students are provided with individual studios, and each sets forth on a course of study with the guidance and criticism of the Artist-in-Residence. While the studios at Cranbrook afford an opportunity for students to make intense, personal investigations into the practice and philosophy of their practice, the Academy's program also requires that students participate in lectures, discussions, and departmental activities (as determined by the Department Head).

The general curriculum consists of the following:

Studio Work and Research

Working in individual studios, students research and create actual works. Students document the finished works through photography and/or video media. Working with the Artist-in-Residence, they set forth a plan of study based on personal interests. The Artist-in-Residence acts as mentor and advisor in monitoring the student's academic progress.

Reading and Discussion

The Artist-in-Residence assigns readings and holds seminars on works relevant to studio activity. Students are expected to read widely about timely issues within the field and to make appropriate presentations from their research.

Visiting Artists

The program is supplemented by visiting artists and critics who lecture and offer critiques on students' work.

Critical Studies and Humanities Program

The Academy offers Critical Studies and Humanities program developed each year to respond to the most current intellectual discourse within contemporary architecture, art, and design. The Critical Studies and Humanities program is offered to all students at the Academy and is designed to foster inter-departmental exchange through a series of lectures, discussions, debates, films and seminars. Each fall semester, a visiting Fellow is in residence at the Academy. Selected for his/her perspectives on contemporary theory and culture studies, the visiting Fellow presents public lectures, conducts student discussion groups and is an active presence in studio critiques and reviews. The spring semester may feature a visitor's series on changing topics or a second in-residence Fellow.

The program also includes a year-long public lecture series that includes artists and designers visiting our ten departments, as well as critics and scholars brought to campus by the Cranbrook Art Museum, and the Critical Studies program itself.

Museum, Gallery, and Field Trips

Departments frequently travel to other cities, and, in some cases, other countries, to view significant exhibitions and study art of other cultures. These

experiences contribute to the ongoing critical dialog in the department and provide a broader context for student's ideas and studio work.

Reviews

Formal reviews of student work are conducted twice for each student during the course of study, in the second and third semesters. Students present their finished and in-progress work for review by 4-5 individual Artists-in-Residence and guest reviewers in a one-on-one situation. These reviews for all ten departments take place over 5 days each in the winter and early spring. The outcome of Reviews is linked to Satisfactory Academic Progress.

Degree Show and Master's Statement

Students petitioning to graduate must mount a show of recent work in the Cranbrook Art Museum and complete a written Master's Statement. Both efforts must be reviewed and approved by the Department Head. The Statement represents the culmination of a deliberate, well-rounded course of study and comprehensive research performed by the student in his/her chosen field.

Optional Electives

Students, with the approval of both the Department Head in their Major area and the Department Head in the Elective area, may take Elective courses for credit.

The program can be undertaken only on a full-time basis for the prescribed two years. Part-time involvement or credit earned away from campus is not permitted. Transfer credit of any kind is not accepted by the Academy.

Explanation of Credit Hours

Credit hours are calculated based on the Art Academy's stated educational program components: academic programming and departmental activities. Each semester is 15 weeks in length. Because there are no formal classes, each semester is assigned 15 credits for the student's Major; a student either receives 15 credits or receives no credit in the Major for a given semester. A minimum of 60 credit hours is required for graduation.

The breakdown of expectations for student engagement to receive a passing grade, and thus receive 15 credits, is as follows:

Studio Work and Research

12 credits per semester; one credit hour equals 45 hours of work in the studio. While some faculty members may use focused projects, for the most part students are expected to work on self-initiated projects. Individual critiques, both group and one-on-one with the Artist-in-Residence, are included in studio requirements. All students prepare for annual formal reviews by faculty from other departments, as well as for their degree exhibition and Master's Statement.

A minimum of 36 hours per week of independent studio work is expected.

Lecture and Discussion

3 credits per semester

This includes the Academy's Critical Studies and Humanities program, the Academy's Professional Practices program, visiting artists and critics, written critiques, and reading/discussion sessions.

Three hours of participation in a formal setting and 6 hours of individual work and preparation outside of the formal setting, for a minimum of 9 hours per week, are expected.

Departmental Activities

Additional hours are expected to be spent in various departmental activities, including field trips, attendance at off-campus lectures, and sessions with visiting artists and critics.

Departmental activities augment the 45 hours per week expected in the studio and in lecture and discussion activities.

In addition to the required 15 credits per semester in the student's major, students have opportunities to earn one credit by completing a semester-long Elective in a discipline outside the major. The academic content of and participation in the Elective is determined by the student and the Elective department's Artist-in-Residence.

Electives

1 credit per semester (optional)

General expectations are that a student in an Elective will join the department in critiques, seminars, and discussions as well as in events that may be a part of both their major and elective areas.

At least 3 hours per week of formal participation and/or studio work and preparation is expected for students in an Elective.

Attendance Requirements

Full time, on-campus attendance is required throughout the duration of each semester. "Full Time" shall be a minimum of 36 hours per week of individual studio work, a minimum of 9 hours per week devoted to lectures and discussion, and additional time as required for meetings, special projects, or other activities as recommended by the Department Head. Formal records of attendance are not maintained; any attendance concerns will be addressed by the Department Head. Students are enrolled in 15 credit hours per semester for the academic Major.

Snow Day Policy

When safety concerns are raised due to weather, the Academy and Museum may close for snow-days. If a snow day is called, it will be announced via a *Hotline* email message to the community. On snow-days, regular activities and office-hours are suspended. Staff, Artists-in-Residence and students are not required to come to campus or to departments. However, given the residential nature of our campus, students and AIRs living on campus are welcome to work in their studios. Departmental activities may be continued at the discretion of the Department Head; however students are not required to attend. It is responsibility of the Department Head to communicate information about the day's activities to their students.

Absences

While the Academy operates without a fixed curriculum, students are expected to make a full-time commitment to their studies over the course of each 15-week semester. If personal circumstances require time away from campus during the semester, students are expected to obtain approval for their absence from their Department Head in advance; in addition, students are asked to inform Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*.

Grading Process

A student's progress is observed and reviewed on an ongoing basis by the Artist-in-Residence. The evaluation of such progress is subjective, and is based on performance and participation in all elements of the curriculum.

Students are evaluated at Mid-Term with an advisory grade of *Satisfactory* or *Unsatisfactory*. Students will only receive notification if their Mid-Term grade is *Unsatisfactory*. Students whose performance is judged *Unsatisfactory* at Mid-Term will receive written notification from Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, as well as written communication from their Department Head outlining the steps necessary to improve performance.

A student who receives an *Unsatisfactory* Mid-Term evaluation in the second semester of the second year of study is in jeopardy of not being able to graduate. In such a situation, the Department Head, in consultation with Amy Deines, Dean, will determine the course of action appropriate to the individual situation; students may be asked to leave the program.

Final evaluations are done at the end of each semester. The Academy employs a Pass/Fail grading system. Successful completion of a semester of study is recorded on the student's official transcript as "*Pass*," and 15 hours of credit are awarded. Failure is recorded as "*No Credit*" and no credit hours are accumulated. Students who enroll in an Elective course and stop attending, but fail to formally withdraw in the prescribed timeframe, will receive a grade of *No Credit*.

The evaluation of "*Incomplete*" is recorded in appropriate instances. In the event that an *Incomplete* is recorded, the incomplete grade must be resolved by Mid-Term of the succeeding semester or a permanent grade of *No Credit* is recorded for the term.

A student who receives a final grade of *No Credit* at Mid-Term of the semester following a semester in which the student received a semester grade of *Incomplete* may be asked to leave the program at that time. In such a case, there is no refund of tuition or fees.

A grade of "*Withdrew*" is recorded when appropriate. Students who formally withdraw from the Academy or from an Elective during the course of a semester will receive a grade of *Withdrew*.

Final Grades and all credits received are recorded on permanent transcripts.

Reports of passing grades are issued only at the request of the student. The student will receive written notice from Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, whenever a grade other than *Pass* is assigned.

Academic Probation

Failure to meet academic requirements is a violation of the *Student Code of Conduct* (pg. 23), and results in disciplinary action as outlined in *Disciplinary Actions* (pgs. 25). At the time a student receives a grade of Unsatisfactory (Mid-Term), Incomplete, or No Credit, the student is placed on Academic Probation. The student remains on Academic Probation until a grade of Pass is received; see *Due Process (Academic)* (pg. 26) for details regarding Academic Probation and the appeals process. Students may be dismissed for unsatisfactory academic progress.

Graduation Requirements

Admission to the Academy does not guarantee graduation or the awarding of a degree. Students may be dropped from enrollment or held in attendance beyond the customary two years if their work does not meet the Academy's standards of quality and quantity. The decision to drop a student will be made at the discretion of the faculty and Administration.

Candidates for the Master's degree must:

1. Earn at least 60 credit hours in residence.
2. Present a written Master's Statement, as approved by the student's Artist-in-Residence.
3. Prepare and mount a degree exhibition.
4. Present to the Library Collection a set of images documenting the two years of graduate work.

All requirements for degrees must be completed within five calendar years of the date of matriculation. The date of matriculation is the beginning of the student's first semester in residence.

Degrees are conferred in December and May. Diplomas are issued in May at commencement.

Electives

Students desiring formal involvement with another department may take an Elective in that area if approved by both their own Department Head and the Artist-in-Residence of the elected department. The academic content of and participation in the Elective is determined by the student and the Elective Department Head. Registration for Electives is conducted during the first three weeks of each semester. Be aware that Department Heads may limit Elective enrollment in their individual departments. Forms for Elective enrollment are available in the Academy Office.

Elective students are evaluated in the same manner as Major students, and receive a grade of *Pass* or *No Credit* at the end of each semester. Students who successfully complete an Elective receive one credit for the course.

Formal Withdrawal Process - Electives

Students who formally withdraw from an Elective by the end of the sixth week of the semester will receive a grade of *Withdrew (W)* on their transcripts. "Formal withdrawal" requires that a Withdrawal Request be completed and submitted by the student to the *Registrar, Financial Aid & Admissions Manager* by Friday of the sixth week of the semester; see Leslie Tobakos to request a formal

withdrawal from an Elective. Students may withdraw from an Elective after the end of the sixth week of the semester, but a *No Credit* grade will appear on the student's transcript.

Evaluation of Academic Progress

The evaluation of student academic progress is the responsibility of the Department Head. The Department Head notifies the *Registrar, Financial Aid & Admissions Manager* directly, in writing. The *Registrar, Financial Aid & Admissions Manager* issues official notice of progress in writing, with copies kept in the student's permanent file.

Notification of Academic Progress

Students do not receive formal notification of satisfactory progress/passing grades; those with academic progress issues will be notified in writing (placed in student mailbox and emailed to the student's Cranbrook email address.).

Documentation of Academic Progress

Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, maintains documentation of academic progress and notifies students of issues regarding academic progress and should be consulted with questions related to grading and academic progress.

Appealing Evaluations/Grades

Please refer to *Due Process (Academic)* (pg. 26) for a detailed explanation of the academic appeals process.

One Major / One Elective in any Given Term

Students may not enroll in two Major or two Elective departments concurrently.

Changing Department of Study

On very rare occasions, a student later may determine that he/she wishes to change to another academic department. Any academic change requires careful attention by both of the affected departments, as well as the Academy's *Registrar, Financial Aid & Admissions Manager*, and *Dean*. Requests to transfer may be denied. Should a student wish to switch to another department, the student must apply for, and be admitted to, the department he/she wishes to attend. Admission is not guaranteed. Before the application procedure, several conditions must be satisfied. A student must be in good academic and financial standing to propose a change of department. Each of the following steps must be completed in the order listed:

1. The student must consult with his/her Artist-in-Residence to resolve any conflicts or issues that may be present. Any proposed change should be driven by the student's work and interests, and not personal difficulties. Before application to another department may be made, the student's Artist-in-Residence must support his/her desire for the change.
2. The student must meet with the Artist-in-Residence of the proposed department to demonstrate how his/her work can only be pursued within that area rather than in the one currently enrolled. The new Artist-in-Residence must support the student's desire for the change and agree to review an application.

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3. The new Artist-in-Residence must make a determination whether any academic credits will be acceptable to count toward the student's degree. The options are: acceptance of some or all academic credits earned in the original department; or no acceptance of prior credits, requiring that a full two years of study be made in the new department. The student is notified of any revised credit requirements before the application for change is made.
 4. The student must notify the *Registrar, Financial Aid & Admissions Manager* of the decision to make an application for change. The *Registrar, Financial Aid & Admissions Manager* will notify the *Dean*.
 5. The *Dean* will determine if the change is in the best interests of the student and the Academy. This is done by informal consultation with the student and the Artists-in-Residence.

If permission is granted to apply to another department, the student makes application to the new department by submitting a formal application for admission (online). The *Registrar, Financial Aid & Admissions Manager* will notify the student of the application result and will make any appropriate changes to the student's academic record.

Reinstatement Following Withdrawal from School

The Academy does not grant leaves of absence. Students who intend to temporarily withdraw must understand that readmission following a withdrawal, even one intended to be temporary, is not guaranteed. Students whose personal circumstances require them to temporarily withdraw must apply for re-admission for the term in which they wish to re-enroll by submitting a formal (online) application for admission. The decision to re-admit a student who has temporarily withdrawn shall be made by the Department Head and is not guaranteed. Students who temporarily withdraw must understand that any merit awards offered to them prior to withdrawal are forfeited.

BEHAVIORAL POLICIES

Institutional statement on constituent behavior

The Academy regards all students and employees as individuals deserving of attention, consideration, and respect. Policies regarding the academic progress and behaviors of its constituents are designed to protect the rights and opinions of all, as well as promoting a safe and harmonious working environment.

Institutional procedures are not designed as court proceedings. They are in place to ascertain facts and make informed decisions about the welfare of the constituents.

Disciplinary action will not be taken against a student until Due Process procedures have been observed.

Time frames stated in the following procedures are given to assure prompt attention to issues and complaints. If the institution can demonstrate and document good reason for a time limit to be exceeded, the delay shall not be construed as breach of contract. "Good reason" may include official closure of the school which prevents communication with involved personnel, severe weather, or illness or approved absence of involved personnel.

All students, whether degree seeking or non-degree seeking, are bound by the same rights and responsibilities with regard to institutional policies.

Student Code of Conduct

Students must at all times conduct themselves in a manner which promotes a harmonious learning, working and living environment within the Academy. Conduct which detracts from such an environment (i.e., misconduct) may result in disciplinary action such as probation, Academic Probation, suspension, or dismissal. Examples of misconduct include, **but are not limited to:**

Academic dishonesty

Students shall not engage in academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism (i.e., copying the language, structure, idea or work of another and presenting it as the student's own); giving or receiving unauthorized aid or assistance on any form of work; or, giving or receiving an unfair advantage on any form of work.

Personal dishonesty

Students shall not provide false, misleading, incomplete or inaccurate information on or for Academy forms or records. Furthermore, students shall not make false statements (including, but not limited to, defamatory statements) concerning any other person connected with the Academy or Cranbrook Educational Community.

Insubordination

Students shall not be insubordinate to Academy administrators or instructional personnel or to Cranbrook Educational Community trustees, administrators or instructional personnel.

Academic requirements and attendance

Students shall not fail to meet academic and attendance requirements established by the Academy, the *Director*, the *Dean* and their Department Heads.

Copyrighted material

Students shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

Improper or indecent communications or conduct

Subject to the Academy's policy on *Freedom of Expression and Exchange of Ideas* (pg. 45), students shall not engage in communications or conduct that is threatening, annoying, vulgar, indecent or obscene.

Attitude / conduct

Students may be placed on probation or dismissed from the Academy and/or dormitories for attitude/conduct deemed detrimental to the Academy or to the residential housing program, including creating a disharmonious working or living environment.

Disruptive communications or conduct

Students shall not, by communications or conduct, disrupt, disturb or obstruct any function, activity or event connected with the Academy or the Cranbrook Educational Community. Neither shall students urge others to engage in such communications or conduct.

Hazardous materials

Students are required to follow all safety rules when working with hazardous materials anywhere on campus.

Illegal or unauthorized drugs and alcohol

Students shall not use, possess, sell or solicit the sale of illegal, "look-a-like," "designer," or unauthorized drugs. Neither shall students abuse alcohol. Providing alcohol to minors is illegal and is therefore prohibited on campus. See the complete Drug & Alcohol Policy (pg. 58).

Damage or theft of property

Students shall not intentionally damage or destroy or attempt to damage or destroy the property of any other person connected with the Academy or Cranbrook Educational Community. Neither shall students, without permission, possess or attempt to possess the property of any other person connected with the Academy of Cranbrook Educational Community, or supplies or equipment belonging to the institutions.

Trespassing

Students shall not, without permission, enter onto or use the property, space or possessions of another student, the Academy or Cranbrook Educational Community.

Discriminatory harassment

Students shall not engage in unwelcome sexual advances, requests for sexual favors or other communications or conduct relating to another person's sex, sexual orientation, gender identity, race, color, national origin, religion, height, weight, marital status or disability (i.e., sexual or racial comments, threats or insults, unwelcome touching, etc.).

Sexual violence/ sexual assault

Acts of sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking are prohibited. Students shall not engage in any such acts. See the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy for complete description of prohibited acts (pg. 63).

Weapons and dangerous objects

Students shall not use or possess weapons or objects that are capable of, or appear capable of, inflicting bodily injury (e.g., guns, knives, batons, martial arts devices, explosives, chemicals, etc.) anywhere on Cranbrook Educational Community property or leased spaces unless for use in a project and pursuant to the advance permission and guidance of their Department Head and the Dean.

Assault and battery

Students shall not assault or batter another person connected with the Academy or Cranbrook Educational Community.

Coercion, extortion or blackmail

Students shall not coerce, extort or blackmail any other person connected with the Academy or Cranbrook Educational Community.

Criminal acts

Students shall not engage in conduct or communications defined as a crime under federal, Michigan or local law.

Improper fraternization with children and teens

Generally, personal relationships between the adult Academy of Art students and the children and teens of Cranbrook-Kingswood are inappropriate. CAA students are cautioned that contact (electronic media, personal meeting, telephone, mail, social media, etc.) with Schools' students or campus visitors under age 18 must be supervised or otherwise conducted within an approved educational context.

Nonpayment of tuition and fees

Students shall not fail to pay tuition and fees at the designated times.

Disciplinary Actions

Students may be involved in situations which are in conflict with Academy policy or code of conduct. The method of determination and the type of action taken against a student will be consistent with the nature and severity of the offense. Disciplinary action may take the following forms.

:

Probation / Academic Probation	Specified time period for student to improve behavior (probation) or academic progress (Academic Probation)
Dismissal	Termination of student status and expulsion from the Academy

Financial Restitution	Required financial compensation to a student or the institution; used only where there is financial loss to the complainant
Expulsion from campus dormitories	Temporary or permanent expulsion from dormitory housing

See also the *Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Disciplinary Procedures (pg. 75)*.

Circumstances of Probation

A student may be placed on Probation for failure to make satisfactory academic process, or for violation of the Student Code of Conduct.

If placed on Probation, the student will receive written notification from the Registrar describing the cause and length of the probationary period and the requirements for Probation to be lifted. Documentation of Probation is not retained in the student's permanent record beyond his or her graduation.

A student on Academic Probation is not eligible to apply for a competitive Merit Scholarship or other awards (midterm grades are advisory only and will not affect eligibility for merit awards). A student on Non-Academic Probation customarily will not be eligible for this program, but consideration may be made on a case-by-case basis if recommended by the Department Head.

Circumstances of Dismissal

- A student may be dismissed for misconduct or attitude/conduct deemed detrimental to the Academy or to the residential housing program (see Code of Conduct).
- A student may be dismissed for unsatisfactory academic progress.
- A student who commits an illegal, fraudulent, or life-threatening action may be dismissed immediately with no appeal privilege.
- A student may be dismissed for poor attendance or non-payment of fees.
- A student may be dismissed for issues of assault/harassment or alcohol and drug abuse in accordance with Cranbrook Educational Community policies. These policies provide for a compassionate response, including counseling and treatment. If a student does not take responsible advantage of the benefits of the policies, his or her student status may be jeopardized.

Due Process (Academic)

Academic Probation (unsatisfactory academic progress)

Student progress is reviewed at Mid-Term and at the end of the term as outlined in *Grading Process* (pg. 19). Students who receive a Mid-Term Grade of *Unsatisfactory* or a final grade of *Incomplete* or *No Credit* are considered to be on Academic Probation.

Consequences and correction – Academic Probation

Students judged to be *Unsatisfactory* at a Mid-Term are considered to be on Academic Probation until the end of the term, at which time their progress must

be upgraded to *Satisfactory* in order for credit to be received. If a student is found to be making unsatisfactory academic progress by the end of the term, the Department Head may dismiss the student at that time. The student will receive a grade of *No Credit* for the semester.

If a student is judged to be *Satisfactory* at Mid-Term, but fails to progress satisfactorily for the balance of the term, he/she may receive a grade of *Incomplete* at the end of the term. The student is notified by the *Registrar, Financial Aid & Admissions Manager* in writing within one week of the end of the term. The student may enroll for a subsequent term on Academic Probation, and will be given until the next Mid-Term to make up the *Incomplete*. If the *Incomplete* is corrected, the student receives credit for the previous term and may continue in the department. If the *Incomplete* is not corrected, the student may be dismissed at that Mid-Term. The grade for the previous term and current term will be recorded as *No Credit*.

Appeal of Academic Probation

If a student feels his/her *Incomplete* evaluation is unwarranted and wishes to appeal, the following procedure applies:

1. The student and Department Head meet informally to try to resolve the matter. They will meet at a mutually convenient time, but not later than one week after the beginning of the following semester.
2. If the student/Department Head meeting does not resolve the matter, the student notifies the Department Head in writing, with a copy to the *Registrar, Financial Aid & Admissions Manager*, of the nature of the complaint and requests an informal meeting with the *Registrar, Financial Aid & Admissions Manager*, and the Department Head. The student cannot simply dispute the opinion of his Department Head; he/she must specify what circumstances exist that may conflict with the Department Head's evaluation.
3. Within one week of receipt of the student's written statement, the Registrar, the student, and the Department Head meet informally to clarify the complaint and the response. The three parties attempt to resolve the matter. As a neutral party, the *Registrar, Financial Aid & Admissions Manager*, will take minutes of the meeting and documents the terms of the resolution.
4. If they do not resolve the matter, the *Registrar, Financial Aid & Admissions Manager* will inform the *Dean* or that an unresolved dispute exists. The *Dean* or his/her designee may conduct further meetings as necessary to arrive at a final decision within five calendar days of notification of the dispute.

The *Registrar, Financial Aid & Admissions Manager* will notify the student and Department Head in writing of the decision.

Due Process (Non-Academic)

Complaints

A Complaint is a written allegation that a student has violated the Student Code of Conduct. Any trustee, administrator, faculty member or student of the Academy or the Cranbrook Educational Community may file a Complaint. The Complaint must be filed with the Registrar. An accused student may file a written response to a Complaint with the *Registrar, Financial Aid & Admissions Manager*.

Preliminary Interview - The *Registrar, Financial Aid & Admissions Manager* will notify the accused student that a Complaint has been filed and will set a time to interview the accused student about the Complaint and to permit the accused student to respond to the Complaint. The *Registrar, Financial Aid & Admissions Manager* may, as a result of the Preliminary Interview, dismiss the Complaint and so notify the *Dean* and the accused student; resolve the Complaint in a manner acceptable to the *Dean* and the accused student; or, notify the *Dean* and the accused student that grounds appear to exist for disciplinary action.

Disciplinary Committee - The *Registrar, Financial Aid & Admissions Manager* or her designee will appoint a Disciplinary Committee to dispose of a Complaint in cases where the *Registrar, Financial Aid & Admissions Manager* determines that grounds appear to exist for disciplinary action and in cases where the *Dean* tentatively disagrees with the *Registrar, Financial Aid & Admissions Manager's* decision to dismiss the Complaint. The Disciplinary Committee will consist of the *Registrar, Financial Aid & Admissions Manager* or her designee, who shall act as the Committee Chair but shall not have a voice in the Committee's decisions; the *Dean* or designee of the *Dean* who shall be a member of the Administrative Staff; an impartial student representative from the Studio Council; and a Department Head.

The Disciplinary Committee will notify the accused student of the date and time of the disciplinary hearing and the charges against him or her. The hearing will proceed on the charges, in the manner determined by the *Registrar, Financial Aid & Admissions Manager*, subject to the following:

1. The accused student and his representative may be present at the hearing;
2. The Academy or its representative shall present its information supporting the charges, which may include witnesses and documents;
3. And, the Academy or its representative and the accused student may make a closing statement.
4. Proceedings before the Disciplinary Committee will be recorded. The rules of procedure and evidence in court proceedings do not apply to Disciplinary Committee hearings.

The Disciplinary Committee will deliberate after the hearing and produce a written Decision within 10 calendar days that will be transmitted to the *Dean* and the accused student. The Disciplinary Committee's Decision shall determine the facts and the appropriate discipline, if any. The Disciplinary Committee's Decision may:

1. Dismiss the Complaint and charges;
2. Amend the Complaint or charges;
3. And/or, if appropriate, impose discipline including, but not limited to, probation on terms specified, temporary suspension or dismissal or permanent dismissal.

Appeal to Director

The *Registrar, Financial Aid & Admissions Manager*, any member of the Disciplinary Committee or the accused student may appeal the Disciplinary Committee's Decision to the *Director* within 7 calendar days from the date of the Disciplinary Committee's Decision; otherwise, the Disciplinary Committee's Decision shall be final. If an appeal is properly filed, the *Director* shall review the Disciplinary Committee's Decision on the basis of the existing record and

shall issue the *Director's* Decision, which shall affirm, modify or reverse the Disciplinary Committee's Decision and/or dismiss the Complaint against the accused student. The *Director's* Decision shall be final.

PROGRAM COSTS, 2016-2017 ACADEMIC YEAR

Consider the Cost of Attendance as two separate pieces:

1. Tuition/Fees/Health Insurance: (fixed costs)

• Tuition	\$ 34,375
• Total Annual Fees	\$ 1,460
• Health Insurance*	\$ 1,165
Total Tuition/Fees/Health Insurance	\$ 37,000

*Health Insurance may be waived with proof of comparable health insurance.

2. Cost of Living: (estimated costs)

• Estimated Housing and Food	\$ 8,790
• Estimated Supplies	\$ 3,050
• Estimated Transportation	\$ 2,275
• Estimated Loan Fees	\$ 645 ** See note below
• Estimated Personal Expenses	\$ 2,640
Total Estimated Cost of Living	\$ 17,400

Total Cost of Attendance: \$54,400

** For purposes of awarding federal financial aid, students who do not borrow federal loans will have an adjusted financial aid Cost of Attendance of \$50,641 (no loan fees included).

Housing, food, art supplies, transportation, loan fees and personal expenses are **estimates**. The actual amount you spend is within your control, dependent upon your personal lifestyle and the cost of making your work. Your personal habits influence your actual costs – the more you control your costs, the less money you will need.

Keep in mind that while you may spend more, the total amount of aid you may receive (including grants, scholarships, assistantships, loans and work study) is limited to the **estimated** Cost of Attendance, or **\$54,400** (or \$50,641 for those who do not borrow any federal loans).

Financial policies, including payment of charges and refund policy in the case of withdrawal, are included in the *Financial Policies* section beginning on page 31.

FINANCIAL POLICIES

Payment of Student Charges

Student charges for each semester are billed in advance of each semester, typically in July and November. Student invoices for Fall semester are sent to the current address on record, as provided by the student. Invoices for Spring semester are placed in student mailboxes. **Payment for each semester is due on or before the first day of class in that semester.** Late payments are subject to a \$25 late fee (this fee will not be waived). In addition, outstanding balances may incur at 1.5% late fee.

Payment may be sent to the address on the invoice or paid at the main desk in the Academy Office Monday through Friday, between the hours of 9:00 a.m. and 3:30 p.m.

Please be aware that federal regulations prohibit Academy staff members from sharing student financial information with anyone other than the student. Requests for balances due from parents, relatives, or friends cannot be honored, even if that person will be paying the student's bill.

Accepted methods of payment include: Personal check (U.S. funds); money order; cash; wire transfer. Credit card payments are not accepted. If paying by wire transfer, please consult the *Payment Methods and Banking Information* form posted on the CAA Intranet in the Financial Aid section of the *Student Forms and Important Student Information* page. Students are responsible for any fees associated with wire transfers.

Certain elective/discretionary charges and fees can or will be added to student bills (e.g., printing, bus trips, dining hall). The student will be made aware of the method of billing at the time the charge is made.

Certain charges and fees may be added to student bills by Academy staff. Examples include, but are not limited to: key deposits; parking tickets; library/media lab lost/damaged equipment or overdue fines; late fees for nonpayment of student account.

Student bills are distributed every month; only those with an outstanding balance at the time invoices are created will receive a bill. Bills are placed in student mailboxes during the academic year and are mailed to students' forwarding address at other times. Payments are made in the Academy Office where a receipt will be issued, or they may be sent directly to the Cranbrook Accounting department at the address listed on the invoice or sent by wire.

Non-Payment of Student Charges

Failure to pay student charges is a violation of the Student Code of Conduct and may result in disciplinary action, including dismissal from the Academy (see *Student Code of Conduct*, pg. 23, and *Disciplinary Actions*, pg. 25).

As detailed in the Financial Aid section (beginning on pg. 35) student scholarships and grants are reflected as a credit to the student account when the invoice is generated. Student loans cannot be applied to a student's

account until just before the semester begins, and students will not see expected loan amounts on their invoices. Students should consult their Loan Confirmation notification for the net loan amount (amount after origination fees) that will be disbursed to their student accounts; this amount may be deducted from the total amount owed when determining balance owed or expected refund amount.

All students who request federal loans must have a Title IV Cash Management Authorizations form on file in the Academy Office. Please note that any student who borrows student loans and whose Title IV Cash Management Authorizations form instructs that federal loan funds may not be used for discretionary charges is required to pay any discretionary charges on his/her student account in full **before** loan funds will be disbursed to the account.

Withdrawal and Refund Policy

Withdrawals

A student wishing to withdraw from the Academy must submit written notice to Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*. Failure to attend or mere verbal notification will not be regarded as official notice of withdrawal. Should the student not submit the prescribed notice of withdrawal, the *Registrar, Financial Aid & Admissions Manager*, in consultation with the appropriate Department Head, will determine the official date of withdrawal.

Refunds

- The initial studio and dormitory deposits are non-refundable.
- Fees for lab, student activities, matriculation, graduation, and accident/sickness insurance are administrative or consumable, and as such are non-refundable.
- Semester tuition is refundable according to the following schedule:
 - Week 1 80% refund (student responsibility, 20%)
 - Week 2 60% refund (student responsibility, 40%)
 - Week 3 40% refund (student responsibility, 60%)
 - Week 4 20% refund (student responsibility, 80%)
 - After Week 4 No refund
- Merit scholarships are revoked if a student withdraws; the scholarship amount will be added back to the student account as an amount owed by the student when determining any refund and may result in a student owing a balance.
- Cranbrook Academy of Art need-based grants will deducted from total tuition charges when determining student responsibility for purposes of refunds.
- A student who withdraws and returns to Cranbrook Academy of Art per *Registrar, Financial Aid & Admissions Manager* approval, upon a successful reapplication to the Academy, within two academic years, will receive tuition credit for the amount of tuition paid in the term of withdrawal. This will appear as a credit on the first invoice of the semester in which the student returns.
- Dormitory fees are prorated on a weekly basis, using Friday as the last day of a given week; any student vacating the dormitory after Friday of a given week will be charged the full amount for the following week. In addition to evidence that the student has physically moved out, the

dormitory key must be returned in order for the student to be considered fully vacated from the room.

Students who feel that individual circumstances warrant exception to the refund policy may submit an appeal to *Registrar, Financial Aid & Admissions Manager*, in writing, within ten days from the date of the refund.

Special note for students receiving federal Title IV student aid

Students who withdraw prior to completing 60 percent of the term have not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion of the aid (based on the number of days remaining in the term) is returned to the lender. Cranbrook Academy of Art is required to perform a Return of Title IV Funds calculation for any student who has requested federal aid and withdraws on or after the first day of class. In accordance with federal regulations, unearned aid is returned in the following order: Unsubsidized Direct Loans, followed by Graduate PLUS Direct Loans. Because the Return of Title IV funds calculation may require Cranbrook Academy of Art to return a portion of the student's loans to the lender, students who have received a refund of Direct Loan funds and subsequently withdraw may owe a balance to Cranbrook Academy of Art. Please note that the Return of Title IV Funds calculation does not affect and is not affected by Cranbrook Academy of Art's Refund Policy. Contact the *Registrar, Financial Aid & Admissions Manager* with questions.

Tax Information

The Internal Revenue Service requires all post-secondary institutions to provide Form 1098-T to students. Cranbrook Educational Community's Accounting staff prepares the forms using the most recent address information provided to the Academy by students; students who are currently enrolled when the form is ready to be sent will receive it in their student mailboxes. Please consult IRS Publication 970, *Tax Benefits for Education*, for information regarding the purpose and use of the 1098-T (www.irs.gov). Neither the Academy nor Cranbrook Educational Community provides tax advice. Note: International students who are not Permanent Residents of the United States will not receive a Form 1098-T unless they request one by contacting Leslie Tobakos, Registrar, Financial Aid & Admissions Manager.

W-2 forms will be prepared annually for all students who have been employed by Cranbrook Educational Community in a given year; these are available to currently employed students via their UltiPro portal. W-2 forms are prepared by Cranbrook Educational Community's Accounting staff. Neither the Academy nor Cranbrook Educational Community provides tax advice.

Tax preparation questions

Cranbrook staff members are unable to provide assistance with tax-preparation related questions. You may wish to read the information found here: <https://www.irs.gov/Individuals/Students>.

Students who need assistance in preparing their tax returns may be interested in this information: <https://www.irs.gov/Individuals/Free-Tax-Return-Preparation-for-You-by-Volunteers>. The link includes information about the services offered, who qualifies for the services, and what to bring to the

appointment; there is a location finder, as well. Please note that the VITA sites cannot assist you if you will be claiming a Schedule C loss.

Special notes for International Students

- If you are employed in the U.S., you are advised that you may need to file an income tax return (Form 1040). The Academy is unable to provide tax advice.
- **All International students** are advised that they are expected to file IRS Form 8843 annually. The Academy is unable to provide advice or assistance in completing this form.
- Forms and instructions may be found on the Internal Revenue Service website (www.irs.gov). You may wish to read the information found here: <https://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>.

For additional assistance, you may contact the IRS by telephone: 1-800-829-1040, Monday – Friday, 7:00 a.m. – 7:00 p.m.

FINANCIAL AID

The Academy offers both need based and non-need based aid to its students.

All financial aid student records are maintained by, and all questions regarding financial aid should be directed to, Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*.

Need based aid

Who may apply

Cranbrook offers need-based aid to students who are eligible to qualify for federal student aid (generally, U.S. citizens and Permanent Residents). Unfortunately, the Academy cannot provide need-based aid for International students who do not meet the qualifications for federal student aid.

How to apply

To be evaluated for need based aid, students must file the Free Application for Federal Student Aid (FAFSA) at www.Fafsa.gov (school code G02248). Students are responsible for completing all requirements to receive financial aid as communicated to them by the Academy, including complying with any requests for documentation, in order to receive financial aid. Students are encouraged to file the FAFSA before April 15th; late filers risk losing need based aid for which they might otherwise qualify.

Available need based aid

CAA Need Based Tuition Grants: Need based tuition grant amounts are based on the information reported on the student's FAFSA. Grants are applied to the student's account, effectively reducing tuition charges, and are credited to the student's account in equal semester installments. Awards vary and are limited by availability of institutional funds. At the discretion of the *Registrar, Financial Aid & Admissions Manager*, students whose federal aid eligibility is impacted by certain issues, but who would otherwise be eligible for federal aid, may be eligible for CAA need based tuition grants.

Federal Work Study: Students awarded Federal Work Study (FWS) may apply for employment in a FWS position on campus. Students who receive a FWS award in their financial aid package are not to construe the award as a guarantee of employment. Available positions include community service positions at the Cranbrook Academy of Art Museum, as well as positions in the CAA library, woodshop, media center, Advancement office, and Administration office. Tutoring positions at local organizations are also available. Regular FWS positions pay \$8.90/hour. Students must first complete a Cranbrook employment application and be approved by Human Resources to interview for a position; those who are approved to interview must then be selected to work by a department. Students may be authorized to begin work before they undergo a background check that includes fingerprinting; however, failure to attend a scheduled fingerprinting appointment will result in immediate suspension until fingerprinting is complete and failure to pass the background check will result in immediate termination. Earnings average around \$2,250 yearly; wages are paid to the student bi-weekly (in the form of a check or direct bank deposit) based on hours worked and submitted through the UltiPro

timekeeping system. Students who wish to earn more than their FWS award may be able to do so. Please see the *Registrar, Financial Aid & Admissions Manager*, Leslie Tobakos, to discuss this possibility; sufficient need must remain in the student's financial aid package in order to increase the FWS award.

Federal Direct Unsubsidized Loans: Graduate students are eligible to borrow up to \$20,500 per year, dependent upon the costs of study and other financial aid received. Origination fees, as determined by the federal government, reduce the amount of the loan available to be disbursed to the student's account (current origination fee is 1.073%). Student loans are disbursed to the student's account in equal semester installments and are not applied to the student's account until a few days before the semester begins. The 2016-2017 interest rate for Unsubsidized loans is 5.84%.

Federal Direct Graduate PLUS Loans: Students who require further financial assistance in covering the cost of education after all other forms of aid may apply for a Graduate PLUS loan. Graduate PLUS loans are credit based and as such are not guaranteed to be available to an individual student. Students who are denied a Graduate PLUS loan based on their credit history may choose to obtain a credit worthy cosigner. Graduate PLUS loan eligibility is determined by subtracting all financial aid awarded from the published Cost of Attendance. Origination fees, as determined by the federal government, reduce the amount of the loan available to be disbursed to the student's account (current origination fee is 4.292%). Student loans are disbursed to the student's account in equal semester installments and are not applied to the student's account until a few days before the semester begins. The 2016-2017 interest rate for Graduate PLUS loans is 6.84%

Students are informed of their eligibility for need based aid in the form of a financial aid award letter. Awards may be adjusted if additional information becomes available (e.g., outside scholarships, summer FWS earnings, change to FAFSA information). New financial aid award letters are sent to the student when awards are adjusted.

Students maintain eligibility for need based aid by maintaining general federal student aid eligibility (see <http://studentaid.ed.gov/eligibility>). Students must meet Satisfactory Academic Progress (SAP) requirements, as outlined in the *Federal Financial Aid - Satisfactory Academic Progress* section (pg. 37). Failure to meet SAP requirements will result in loss of federal aid and may result in loss of institutional aid.

Students are encouraged to borrow federal loans, rather than private loans. Please see this link to understand the advantages of federal loans over private loans: <https://studentaid.ed.gov/sa/types/loans/federal-vs-private>. Students who choose to borrow private loans must inform the *Registrar, Financial Aid & Admissions Manager*, otherwise, the Academy will not know that a private loan has been requested and therefore will not certify the loan request.

Non-need based aid

Who may apply

All Academy students may apply for merit scholarships.

Available non-need based aid

CAA Competitive Merit Scholarships/Scholarships. Current first year students may compete each spring for merit scholarships managed by the Academy. Students submit images of their work before the announced deadline, and awards are made following review by the scholarship committee comprised of the Artists-in-Residence. Number and amount of awards vary from year to year. Merit scholarship/scholarship recipients are announced during Academy Awards each May, and the names of recipients, along with the name of the scholarship awarded, are published in the Academy Awards program the following year. Award recipients are required to complete a brief autobiographical survey as a condition of receiving the award. All scholarships are credited to the student's account in equal semester installments during the student's second year of study. Students who withdraw from school for any reason lose their merit scholarships/scholarships; this may result in a balance owed to the school if the student withdraws during the course of a semester.

Additional earning opportunity (not financial aid)

Department Assistants. Each year, Artists-in-Residence select students to assume tasks within each department; method of selection is at the discretion of the AIR. Awards are based upon level of responsibility and skill, and award amounts, set by the individual AIR, vary. Although the DA award is a set amount of money, it is paid throughout the year as wages for time worked (students must submit timesheets on a bi-weekly basis). In order to be a DA, the student must be deemed employable by Cranbrook; a Cranbrook application for employment must be completed. Students may be authorized to begin work before they undergo a background check that includes fingerprinting; however, failure to attend a scheduled fingerprinting appointment will result in immediate suspension until fingerprinting is complete and failure to pass the background check will result in immediate termination. DA awards are paid as wages at \$10.00/hour. Wages are paid to the student bi-weekly (in the form of a check or direct bank deposit) based on hours logged in the UltiPro timekeeping system.

Students are expected to perform satisfactorily in their duties; failure to do so (as determined by the Department Head) will result in termination of the student's DA position and pay.

Financial Aid Administrator

Financial aid information and instructions are provided by the *Registrar, Financial Aid & Admissions Manager*. Questions may be directed to Leslie Tobakos at (248) 645-3360 or ltobakos@cranbrook.edu.

Federal Financial Aid – Satisfactory Academic Progress

In order to maintain eligibility for Title IV federal financial aid (Federal Work Study and federal Stafford Unsubsidized and Graduate PLUS loans), students must meet Satisfactory Academic Progress (SAP) requirements. SAP is evaluated at the end of each semester. It is important to understand that it is possible that students who are allowed to continue in their academic studies may not be eligible for continued federal aid if they fail to maintain financial aid

SAP. Students who fail to maintain financial aid SAP are not eligible to receive federal aid, nor are they generally eligible to receive Cranbrook need based aid.

SAP Requirements

Students are expected to receive a grade of *Pass* in a given semester in order to meet SAP requirements. SAP is evaluated at the end of each semester.

Students who fail to meet SAP requirements when evaluated at the end of a semester will be placed on SAP Warning for the following semester and will continue to receive financial aid during the SAP Warning semester. At the end of the SAP Warning semester, SAP will be reevaluated.

SAP Warning

A student who receives a grade of ***Incomplete*** or ***No Credit*** for their major at the end of a semester is on SAP Warning for the following term of study; grades for Electives do not factor into SAP determinations.

- ❖ If the final major grade for the SAP Warning semester is *Pass*, the student remains eligible for financial aid.
- ❖ If the student receives a major grade of *Incomplete* for the SAP Warning semester, the student is no longer eligible for financial aid unless he/she appeals and the appeal is successfully granted.
- ❖ If the student receives a major grade of *No Credit* for the SAP Warning semester, the student is no longer eligible for financial aid unless he/she appeals and the appeal is successfully granted.

Regaining eligibility for financial aid

Students who lose their eligibility for financial aid and do not appeal the decision or whose appeals are denied will regain eligibility for financial aid after receiving a grade of *Pass* in a subsequent semester.

SAP Appeal Process

Students have the right to appeal a determination that they are no longer eligible to receive financial aid due to failure to meet SAP requirements. This appeal must explain why the student failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress during the subsequent term of enrollment. Appeals are to be directed in writing, including a signature (emails are not acceptable) to:

Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*
CAA
39221 Woodward Avenue
P.O. Box 801
Bloomfield Hills, MI 48303-0801
Fax: (248) 645-3591 (or scan and email to ltobakos@cranbrook.edu)

Students who successfully appeal the determination that they have lost eligibility for financial aid due to failure to meet SAP requirements will be placed on SAP Probation and must receive a major grade of *Pass* the following semester or lose their eligibility for financial aid.

Students who receive a major grade of *Incomplete* or *No Credit* at the end of the SAP Probation semester will lose eligibility to receive financial aid.

Federal Financial Aid – General Program Description

The Registrar, Financial Aid & Admissions Manager, Leslie Tobakos, coordinates all financial assistance for students. Students are welcome to seek aid counseling and are urged to investigate all forms of available financial assistance. Detailed written procedures are available on the Academy of Art web site, on the CAA Intranet, and in the Academy office. Students must meet Satisfactory Academic Progress (SAP) requirements to remain eligible for aid.

Students who file a Free Application for Federal Student Aid (FAFSA) will receive notification of financial aid award eligibility in the form of a financial aid award letter. Returning students will receive award notification in mid-summer. All financial aid requirements must be met in order for students to be eligible for federal aid payments.

Most on-campus employment is funded through the Federal Work-Study Program (FWS). Opportunities exist in the following areas: clerical assistance in the Administration office; clerical and manual labor in preparing for annual fundraising events; the Cranbrook Art Museum; the Academy of Art Library; the Woodshop; the Media Lab; literacy (tutoring local children in after-school programs). Students who are eligible to apply for such work are given appropriate instructions in their financial aid and summer mailing packets.

Many students take advantage of the Federal Direct Stafford Loans and Direct Graduate PLUS student loans. The procedure for obtaining this federal aid is contained on the web site, and is available in writing from Leslie Tobakos, Registrar, Financial Aid & Admissions Manager. Loan requests, which require the completion of a Loan Request Form, may be made at any time during the year prior to the year-end cut-off date (announced in Hotline in the spring). Be advised that it may take up to three weeks for a loan refund to be processed; please plan accordingly. Students who request a federal loan will receive a Loan Confirmation notification by email; this will include the net disbursement to be expected for the initial disbursement of the loan (the subsequent disbursement will be the same amount or \$1 less). Prior to each disbursement of the loan, students will receive a Loan Disclosure email which will include the date and amount of the disbursement.

Students who borrow federal loans must have a completed Title IV Cash Management Authorizations form on file in the Academy Administration office. A student who instructs that federal loan funds may not be used for discretionary charges is required to pay any discretionary charges on his/her student account in full before loan funds will be disbursed to the account.

Students who borrow federal loans must complete Entrance Counseling for Graduate Loans, and they must complete a Master Promissory Note for each type of loan borrowed (unsubsidized and Graduate PLUS). These steps are done online at www.studentloans.gov. Entrance Counseling only needs to be done the first time the student borrows. An MPN is required the first time a student borrows an Unsubsidized loan and an MPN is required the first time a student borrows a Graduate PLUS loan. Students who borrow a Graduate PLUS loan that requires an endorser have additional steps to complete; these will be communicated to the student by Direct Loans via email.

Students who borrow federal loans and withdraw from the Academy during the course of an academic term will have their loan eligibility recalculated based on a federal Return of Title IV Funds calculation that the Academy is required to perform. For more information, please see *Withdrawals and Refunds* (pg. 32).

Students who borrow federal loans are strongly encouraged to visit www.nslds.ed.gov to monitor their loan information, understand their indebtedness, and explore loan repayment options. Students are reminded that loans must be repaid according to the terms of the Master Promissory Note. A sample student loan repayment chart and information about loan repayment plans are posted on the CAA Intranet in the *Financial Aid* section of the *Student Forms and Important Student Information* page. Students are encouraged to keep borrowing to a minimum through careful planning and budgeting.

Students who borrow federal loans while at the Academy are expected to attend a Loan Repayment Meeting in the spring of their second year of study. In addition, all students who have borrowed federal loans while at the Academy must complete Exit Counseling; failure to complete Exit Counseling prior to graduation will result in a hold on diplomas and credentials until counseling is complete.

Students who withdraw are informed by the Registrar, Financial Aid & Admissions Manager of their repayment obligations and are instructed to complete Exit Counseling at www.studentloans.gov.

The information collected as part of federal loan Exit Counseling can be found in the document located here: www.direct.ed.gov/pubs/exitcounselguide.pdf.

After leaving the Academy, student loan borrowers are required to keep their loan servicer informed of their current address and contact information. Graduates who encounter difficulty in resolving issues with their loan servicer may, after completing the required preliminary self-help steps, be encouraged to contact the Federal Student Aid Ombudsman at:

US Department of Education
FSA Ombudsman
830 First Street, NE, Fourth Floor
Washington, DC 20202-5144
www.ombudsman.ed.gov

Federal Financial Aid Penalties for Drug Violations

The following notice provides information about the Title IV federal financial aid penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also describes how to regain eligibility for such financial aid after conviction of a drug-related offense.

As prescribed in Section 484(r), a student convicted of any offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment when he or she was receiving any grant, loan, or work assistance under Title IV will be ineligible to receive such assistance for the following period of time:

-
- For one year from the date of conviction for the first offense involving the possession of a controlled substance;
 - For two years from the date of conviction for the second offense involving the possession of a controlled substance;
 - Indefinitely from the date of conviction for the third offense involving the possession of a controlled substance;
 - For two years from the date of conviction for the first offense involving the sale of a controlled substance;
 - Indefinitely from the date of conviction for the second offense involving the sale of a controlled substance.

A student whose eligibility has been suspended under the previous provision may resume eligibility before the end of the prescribed ineligibility period by one of the following means:

- The student satisfactorily completes a drug rehabilitation program that complies with criteria the Secretary of Education prescribes and includes two unannounced drug tests; or
- The conviction is reversed, set aside, or otherwise rendered nugatory.

Emergency Student Loans

Recognizing that students may occasionally have personal financial crises which go beyond the scope of normal and reasonable foresight and planning, the Academy may make emergency loans under the following conditions:

1. Emergency Loans of up to \$100 may be made to Academy students whose situations meet the criteria for an “emergency.” Loans must be repaid in full within 30 days. No interest is charged. A student *must* be in good standing to be considered for a loan.
2. Loans are made on a short-term, emergency basis only. An “emergency” is defined as inability to buy food or critical supplies, or other situations involving extreme personal need. **Funds are not available for field trips, medical emergencies, optional travel or transportation, personal bills, tuition and fees, etc.** Students who request funds for such purposes or who make frequent requests to resolve poor budget planning will be counseled to look elsewhere for assistance.
3. Loans are not made during the last month of the academic year. The repayment period of a loan should not occur during school breaks. Students who are late in repayment will not be eligible for future Emergency Loans.

Students wishing to apply for an Emergency Loan must see Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar* and, or Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, in the Academy Office.

MISCELLANEOUS ACADEMY POLICIES

Student Conduct

Students must at all times conduct themselves in a manner that promotes a harmonious working and living environment within the Academy. Conduct that is inappropriate will be reviewed and may result in probation, suspension, dismissal, and/or civil action against the student. The *Student Code of Conduct* is detailed on pages 23-25.

Official Notice and Campus Communications

Students are expected to be aware of the methods used to communicate with Academy students and are responsible for reading all communications sent to them.

Students are required to check their student mailboxes on a regular basis; official communications (including billing invoices, financial aid notifications, and other important communications) may be placed in student mailboxes at any time.

Academy students are provided with a Cranbrook email account. Students are required to read all information sent to their Cranbrook email accounts; official CAA communications are sent to the Cranbrook email account. **All students are responsible for checking email regularly. Email from Administration is considered official notification.** If students use another email account, they are expected to “forward” their Cranbrook account to the account they prefer to use. Students are expected to monitor their Cranbrook email account during the summer months, as well.

Students are informed of programmatic announcements and official Academy news through **Hotline**, published by the Administration. *Hotline* is emailed to students individually each week and special issues may also be sent when needed. **The emailing of Hotline constitutes official notice to students.** Students are responsible for checking *Hotline* and being familiar with requirements and academic offerings. Students who are not receiving Hotline weekly during the academic year must inform Administration immediately.

In addition, the **Cranbrook Academy of Art Intranet** is a restricted computer network for students, faculty and staff only. This password-protected website is designed to serve as a central portal for informative links and downloads on a wide-variety of campus events, resources, forms, procedures and staff lists. On the Calendar page, students will find all of the campus-wide Google calendars embedded as one convenient calendar which can also be customized through an easy-to-use drop-down menu. “This Week” features all of the announcements (with daily updates) that are sent to students weekly via the email publication, *Hotline*.

- ✓ Access the CAA Intranet at : <http://cranbrookart.edu/academy-programs/intranet/>
(PASSWORD = caainfo)

Julie Fracker, *Director of Communications*, oversees the publication and distribution of *Hotline*, Academy news and announcements, and maintains the CAA website (248-645-3329; jfracker@cranbrook.edu).

Studios

Studios may not be occupied or used in the Fall semester until Department Heads have given the student permission to do so.

Studios are open 24 hours daily during the regularly scheduled school year, except as announced by the Academy Director's office. Students who wish to work in their studios during the winter holiday break are required to complete a form authorizing them to do so; the availability of the form will be communicated to students via *Hotline*. No students are authorized to work in the studios during the summer months.

Students are expected to participate fully in the daily life of the department; therefore, attendance in the studios during the traditional instructional period, 9:00 a.m. - 4:00 p.m., is generally expected. Attendance at other times may be substituted for those hours at the discretion of the Department Head.

Outside studio doors should remain locked at all times. **Protect your and the Academy's property- do not prop open doors at any time!**

Studio keys are available from the Administration office. Initial key deposit is \$10. Replacement key fee is \$10.

Conditions of Studios

Students are responsible for maintaining working and living areas in good condition. The maintenance staff performs custodial cleaning of group areas. Students must use proper containers for waste disposal (consult your Department Head and/or Department Assistants if you have questions about where to dispose of hazardous material waste). Students may not draw on, paint, or otherwise deface walls and partitions. Please do not post things or alter (e.g. nails and tape) on wooden doors and moldings. Tape residue and holes ruin the finish of the wood. Thank you for keeping our historic campus beautiful.

Maintenance issues relating to the studios are to be brought to the attention of the Department Assistant or Department Head. Confirm the point person in your department, who will then contact the appropriate staff member(s).

Dormitories

Students are expected to follow all dorm rules at all times. Failure to comply will be considered a violation of the Student Code of Conduct (see pg. 23).

Housing is overseen by the *Student Services Manager, Admissions Coordinator & Assistant Registrar*, Vanessa Lucero Mazei; please direct concerns and feedback to her.

Each dormitory has a Dorm Advisor who will act as a liaison between the residents and administration. The 2016-2017 Dorm Advisors are: Tanya Long, Ato Ribeiro, Monica Sandoval, and Austin Swick.

Quiet hours: 11:00 p.m. - 8:00 a.m.

- **No** electrical appliances (i.e. hot plates, irons, coffee pots, etc.) can be used in rooms. Such appliances will be confiscated without notice.
- **NO SMOKING AT ANY TIME IN ANY INTERIOR AREA OF THE DORMS. This includes e-cigarettes and vaporizers.**
- **No** extension cords, power strips may be used instead.
- **No** flammable materials used or stored in rooms.
- **No** bicycles are permitted in dormitory hallways.
- **No** studio work may be conducted in dormitory rooms.
- **Do not prop open exterior or hallway doors! Protect your personal safety and property and that of your fellow residents. Doors are required to be maintained in the closed position to prevent the spread of smoke in the event of a fire.**

Important: Cooking is not permitted in the dorms by order of the Fire Marshal. If there is evidence of violation, Cranbrook Security reserves the right to enter a student's room without notice and confiscate any heat appliance(s.)

When there is a reasonable cause for concern about a safety or behavioral violation, Cranbrook Public Safety, Bloomfield Hills police, and/or Academy administrative personnel will enter dormitory rooms without prior notice.

Conditions of Dormitories

Students are responsible for maintaining working and living areas in good condition. The maintenance staff performs custodial cleaning of group areas. Students must use proper containers for waste disposal (students who require information regarding disposal of hazardous personal materials should contact the *Student Services Manager, Admissions Coordinator & Assistant Registrar, Vanessa Lucero Mazei*). No hazardous materials related to student work may be used in the dorms, nor can they be disposed of in the dorms; these materials are limited to studio use/disposal only. Students may not draw on, paint, or otherwise deface walls and partitions. Please do not post things or alter (e.g. nails and tape) on wooden doors and moldings. Tape residue and holes ruin the finish of the wood. Thank you for keeping our historic campus beautiful. Dormitory room care is the responsibility of the occupant (damages will be assessed and charged to the student or students residing in that room).

Maintenance issues relating to the dorms are to be brought to the attention of Julie Montgomery, *Administrative & Budget Support Assistant (248-645-3166; jmontgomery@cranbrook.edu)*.

Absence from Dorms

Dormitory resident students who expect to be absent from the dormitory for any significant length of time should notify the *Student Services Manager*,

Admissions Coordinator & Assistant Registrar, Vanessa Lucero Mazei. Failure to do so may result in staff members contacting the student's emergency dorm contact (supplied on the registration form), in accordance with the Missing Persons Policy (pg. 56).

Insurance of Personal Belongings, Artwork, and Supplies

Students are cautioned that Cranbrook cannot and does not assume any responsibility for loss, damage, or theft of a student's personal belongings. Students are encouraged to obtain a personal property insurance policy to protect their valuables, and they are reminded of the importance of maintaining receipts and photographs to document ownership of those valuables in case of loss. Check with the insurance company to understand policies regarding coverage of artwork.

Field Trips

Field trip release forms must be obtained by Artists-in-Residence or designated Department Assistants from the Intranet (*Student Forms and Important Student Information page*) or from Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*. Forms must be signed by each student participating in a departmental field trip. Field trip forms are to be returned to Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, in advance of the field trip. Please begin this process as early as possible. If you are traveling out of the state or country, begin the process at least 4-6 weeks in advance of the trip, especially if international students require special visas to travel outside the U.S. *Note: All students are responsible for determining whether special visas are required and obtaining any necessary visas.*

All students are expected to review the Cranbrook Academy of Art Student Travel Policy found on the CAA Intranet in the *Student Forms and Important Student Information* section, under the *Transportation & Travel* heading.

Performance and Temporary Installations

Students may request permission to install their work(s) inside Academy buildings or outside on the Cranbrook grounds. **Approval from CAA Administration (Dean) is mandatory for undesignated non-crit spaces.** It is expected that the safety of visitors and all Cranbrook constituents will be considered. Approval forms and waivers for performances and all installations, both indoor and outdoor, should be obtained from the CAA Intranet (*On-Campus Exhibitions* section of the *Student Forms and Important Student Information page*). Completed applications are submitted during a meeting with Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*. Allow at least two weeks for processing and approval before beginning the installation. **A deposit may be required. The need for a deposit will be determined when permission is granted.**

Freedom of Expression and Exchange of Ideas

The Academy of Art is committed to academic freedom in all forms and for all members of its community. It endeavors to preserve its integrity as an educational community by encouraging the open discussion and debate of public, scholarly, and artistic issues, regardless of any controversy or unpopularity of the views expressed. Faculty, staff, students and visitors must

respect the right of all individuals to speak freely and be heard, as long as that right is exercised without any form of intimidation or physical violence.

Consistent with this commitment, the Academy will take necessary steps to secure the conditions for freedom of expression. Individuals who interfere with the process will be subject to disciplinary review.

Student Records

Students may view the contents of their academic and financial aid files, with the exception of documents placed in the file under the condition that the student not be allowed to view the contents (e.g., letters of reference). Contact Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*. Students and former students may not receive copies of documents from their files, with the exception of the Statement of Purpose, Autobiographical Sketch, or correspondence between the student and an officer of the institution.

Cranbrook will not release copies of transcripts from prior schools attended by a student.

Student Employment

All persons seeking work at Cranbrook first must complete the Cranbrook Educational Community employment application and be subject to a background check. It is possible that issues exposed in the application process may preclude employment; please answer all questions truthfully. When approved for interview and/or hiring, Human Resources will require completion of any required documents and will schedule the student for fingerprinting. Students who have fingerprinting appointments scheduled and are otherwise cleared to work may begin working; however, failure to attend the appointment will result in immediate suspension from work until such time as fingerprinting is complete. Students who do not pass any part of the background/fingerprint check may not be eligible to work.

Student employees are required to record their time worked using the UltiPro system, which requires them to punch in and punch out. Time is recorded by swiping the student's ID card at a time clock (located in the Museum and the Woodshop), or by punching in and out by computer or phone app (see your supervisor for assistance). Payroll is issued bi-weekly in the form of a check or direct deposit to the student's bank account. To set up direct deposit, students may complete a request in UltiPro (see Direct Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, for assistance) or they may complete a Deposit Request form (located on the CAA Intranet, *Student Forms and Important Student Information* page). Cranbrook is required to withhold taxes.

Academy students are not permitted to work as private contractors for the Academy or for Cranbrook Educational Community; students who perform work without prior authorization from Administration **and** Human Resources will not be paid.

Note: Most student employment is provided through the Federal Work Study (FWS) program (see *Financial Aid* section). Limited employment positions may be available for students who do not qualify for FWS. Students are encouraged

to watch *Hotline* for notices of availability of non-FWS employment opportunities.

Students who have secured a position on campus and need assistance in navigating the Cranbrook hiring process or the UltiPro time keeping system may contact Leslie Tobakos, *Registrar, Financial Aid & Admissions Manager*, for assistance.

Student Injury and Sickness Insurance

All students are required to carry injury and sickness insurance and are automatically charged for a low-cost policy through the Academy's agent. This coverage is in effect from September 1 to August 31 of the following year.

The insurance program is brokered through the Academy's Agent, Student Assurance Services and managed by Consolidated Health Plan. Students are provided with plan information before arriving at Cranbrook. Care is provided through the PPO organization, First Health Network, www.firsthealth.com. Many providers are located close to the campus.

The Cranbrook insurance web site, <https://consolidatedhealthplan.com/group/461/home>, provides information about the plan. The 2016-2017 Brochure detailing the plan and its benefits is available on the website, and the directory of participating providers may be accessed through this website. Information is also available on the Intranet.

Domestic students who carry their own comparable insurance may "opt out" of Cranbrook's policy; students attending Cranbrook on an F-1 visa are not eligible to opt out of the Academy's insurance. *Students who opt out must do so annually.* Completion of a waiver form on CHP's website was required to be completed by the annual deadline in order for insurance to have been waived.

It is important to understand that, in the United States, individuals pay for their health care. The costs of such care and cost of repatriation in the event of very serious injury, sickness, or death are catastrophic. International students are required by law to have not only injury and sickness, but also assisted emergency evacuation and repatriation coverage.

Please direct questions about your insurance coverage to the insurance agent: 800-633-7867. Vanessa Lucero Mazei, *Student Services Manager*, *Admissions Coordinator & Assistant Registrar*, can assist students with general questions.

Publishing, Correspondence, Signage

Using Cranbrook Logo and/or Images

Students are not permitted to use the Cranbrook logo, stationery, forms, or other proprietary images, for any reason or project, without receiving advance approval. Contact Julie Fracker, *Director of Communications*, (248) 645-3329.

Media Inquiries

Cranbrook faculty, staff and students are asked to refrain from speaking with the media. Reporters requesting information should be referred to: Julie Fracker, *Director of Communications*, (248) 645-3329.

Ownership Rights

Students sometimes submit work or designs to their Department Heads as part of a project in which the Academy participates with outside companies or divisions within Cranbrook Educational Community. Unless specified in writing, all of the students' works or designs become property of the Academy together with their associated patent, copyright, or other proprietary rights.

Student Commissions

Students normally are permitted to execute private commissions so long as they do not interfere in any way with their work at the Academy. The Academy has no financial interest in any student-patron transaction nor will it be responsible in any way for the successful completion of any such work. International students attending the Academy on an F-1 visa are reminded that their visa does not allow them to perform work for pay for anyone but the school.

Student Solicitations for Private Sources of Funding

All student solicitation for private sources of funding must be coordinated with the Advancement Office, (248) 645-3579.

Purchasing Supplies / Printer Charges

Students are responsible for purchasing their own supplies. Typically, students will need to purchase supplies off-campus at retail stores. A few departments have materials for sale, such as canvas in the Painting studio, limited papers and printmaking materials in Print Media, glazes and certain clay materials in Ceramics. Some departments collect for money for print charges. In departments where items are offered for sale or there are charges to students, a Department Assistant will oversee the fees, which will be applied to the student's account.

Smoking Restrictions

Cranbrook Educational Community is a nonsmoking campus. Smoking is not allowed in Academy buildings, *including dorms*. Smoking is allowed only in designated areas. E-cigarettes and vaporizing are included in the smoking restrictions. Failure to comply with smoking restrictions is deemed a violation of the Student Code of Conduct and will be subject to disciplinary action (see *Student Code of Conduct*, pg. 23, and *Disciplinary Actions*, pg. 25).

VEHICLE PARKING

All students, faculty, and staff with vehicles must obtain parking permits *annually*; forms are available in the Academy Office.

Fines for parking illegally

Cars parked illegally will be ticketed or towed. Cranbrook Public Safety will issue tickets for any parking violations; the tickets will be added to the student's account. Fines are \$35 for the first two tickets and \$50 thereafter with all vehicles subject to an immobilizer (aka: Denver Boot). All parking fines must be paid in full in order to register for the next semester, receive diplomas, or have transcripts released.

If vehicles are not registered and/or do not have the permit properly displayed, the student will be charged \$35 per day until corrected.

Parking areas

*Detailed parking maps and requirements are available on the CAA Intranet, on the Student Forms and Important Student Information page, under the heading Transportation & Travel; the document is titled **Parking at Cranbrook**.*

Main student parking area:

Academy students are directed to park in the covered parking structure near the Cranbrook Institute of Science.

Additional parking (limited spaces / limited hours)

A limited number of specific spaces are also available in the Art Museum parking lot – student parking in this lot is restricted to the unmarked, “open” spots.

Students may also park in the 500 Lone Pine lot (across from the Administration building) – however, this lot is available for student parking **only during the hours of 6:00 p.m. and 8:00 a.m.** Cars must be removed by 8:00 a.m. to allow for employees and visitors to park during the day.

NO student parking is allowed at any time:

- Along Academy Way, which is reserved for faculty, staff and visitors;
- In the turning circle on Academy Way;
- In the turning oval in front of the Art Museum/Library;
- In any area marked Visitor, VIP Member, AIR or Staff Parking in the Museum lot;
- In Cranbrook Schools parking lots or their faculty residence parking;
- In any area marked for construction traffic, as handicapped, or otherwise contraindicated.
- In ANY unmarked parking outside of the Academy student designated parking located in the Science Deck or open spots in the Art Museum lot.

Loading and unloading:

Courts and access ways off Academy Way are limited to 15-minute loading and unloading. Emergency flashers must be on when loading and unloading.

Important to note:

Parking in fire lanes or handicap spaces are subject to ticketing by the Bloomfield Hills Police Department (\$50.00 +). The speed limit on campus is 25 mph. The Bloomfield Hills Police Department enforces speed limits throughout the campus.

Pets

Academy students may not bring pets into the dorms or the studios at any time! Please contact Vanessa Lucero Mazei, Student Services Manager, Admissions Coordinator & Assistant Registrar, if you have questions regarding the Academy's Service Animal and Emotional Support Animal Policy.

Pets are allowed on the Cranbrook grounds, and students who bring pets on the grounds are expected to follow Cranbrook's pet policies. If you will be bringing a pet on Cranbrook grounds, please consult the Animal Control Policy posted on the CAA Intranet, *Student Forms and Important Student Information* page, in the *Miscellaneous* section.

Students who fail to comply with the Pet Policy (as posted on the CAA Intranet, *see above*) are subject to a fine of \$100 after the 2nd verbal/written warning and are considered to be in violation of the Student Code of Conduct (see *Student Code of Conduct*, pg. 23) and as such may be subject to disciplinary action (see *Disciplinary Actions*, pg. 25).

Summer Residency and Summer Use of Studios

Studio use is not available to students during the summer. However, on occasion, a Department Head may request that up to two students remain working for them in their department studios during the summer. If this is approved by the *Director*, the students must be insured by the Department Head. This arrangement is the responsibility of the Department Head.

Summer dormitory rental availability is determined during the Spring semester and is announced in *Hotline by the Student Services Manager*. When dormitory space is made available to students for the summer, students who wish to live in the dorm must complete a summer occupancy permission form from the Administration Office and must pre-pay for the entire length of their stay. The Academy will determine in advance when residency may begin and end, and where students may be housed. If available at all, space is very limited, and is reserved on a first-come, first-served basis. **Cooking facilities and studio space are not available during the summer. Students are not able to remain in the dorms throughout the entire summer due to the need to clean and renovate facilities in preparation for the academic year.** Students will need to make alternate living arrangements when the dorms close and before school begins.

INSTITUTIONAL POLICIES – SAFETY AND SECURITY

Campus Security/Student Personal Safety, (248) 645-3170

The residents and employees of Cranbrook enjoy a very high degree of personal safety. Campus Public Safety is coordinated by the Public Safety office of Cranbrook Educational Community. Services are contracted to an outside vendor. All personnel have been trained in emergency medical procedures, first aid, community CPR and undergo continual training in all aspects of Public Safety and law enforcement activities. They conduct foot and vehicular patrols of the campus and residence hall areas 24 hours daily.

Emergencies

In case of an emergency, call 911 (9-911, if using a Cranbrook telephones) and Cranbrook Public Safety, (248) 645-3170 (3170, if using a Cranbrook telephone). Campus Public Safety is on duty 24 hours a day. If there is an immediate life-threatening situation, call 9-911 from any campus telephone, then check with Public Safety to be sure they are aware of your call. Cranbrook Public Safety will instruct emergency vehicles of the most expedient way to enter the campus and gain access to the site of the emergency. See also *Emergency Procedures for Academy Students and Personnel* (pg. 53).

Report potential criminal activity and other campus emergencies

Potential criminal activity and other campus emergencies must be reported directly to the Public Safety Department, which is staffed 24 hours a day. There are telephones in residence halls and studios to facilitate calling for assistance. Upon receipt of a call, Campus Public Safety will be dispatched immediately to the site of the complaint and will make a formal report and/or contact local police/fire if necessary. Follow-up investigations are conducted on all matters.

Report Safety and Safety Hazards

The Physical Plant Operations Department maintains Cranbrook buildings and grounds with a concern of safety and security and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. Report immediately to your Department Head or the Public Safety department any safety hazard or property needing repair.

Firearms and Weapons

The Public Safety Department, with the cooperation of the Bloomfield Hills Police, enforces state and local laws regulating under-age drinking, the use of controlled substances and weapons. Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden.

Personal Responsibility

The cooperation and involvement of students themselves in a campus safety program is absolutely essential. Students must assume responsibility for the personal safety and security of their belongings by taking simple, common sense precautions. Valuable items such as computers, stereos, audio equipment, cameras and televisions should be marked with engraving instruments provided by the Public Safety Department at no charge. Bicycles should be registered with the City of Bloomfield Hills and should be secured

with a sturdy lock. Students with cars must register their vehicles and park them in their assigned area, locked at all times. Valuables should not be left in a parked vehicle. Students should report to the Public Safety Department (248-645-3170) any suspicious looking individuals whom they feel do not belong on campus. Students are responsible for maintaining security in the dorms and studios by keeping doors closed and locked.

Annual Security and Fire Safety Report

A complete security and fire safety report is distributed via Cranbrook email to all students, staff, and faculty yearly, and may be obtained at any time from the Director of Public Safety of the Cranbrook Educational Community.

Dorm Safety

Outside doors to residence halls remain locked at all times, and residents are responsible for maintaining security. **Protect your belongings and those of your fellow students - do not prop open doors at any time!** Public Safety officers patrol the residence hall areas and make regular rounds through all areas, including basements.

Posted fire safety regulations must be followed at all times, including keeping the hallways clear of all objects, including furniture.

Studio Safety

Contact your Department Head with requests for Work Orders for the Operations Department to move heavy objects, equipment, wall units, the reconfiguration of studios, etc. At no time should heavy objects, equipment, or wall units be moved or studios reconfigured, except by way of an approved work order and subsequent movement by trained staff.

Safety training is provided for the use of any equipment, materials, or processes that may be hazardous. Consult with your Department Head regarding the use of any equipment, materials, or processes with which you are not familiar or that may present a hazard. **If you are unsure, ASK FIRST.**

The safe operation of equipment and the proper handling of all materials is the responsibility of every individual at the Academy. Cranbrook Educational Community and Cranbrook Academy of Art (CAA) have established policies for management of hazardous materials. All removal and disposal of hazardous waste from CAA will be handled by Cranbrook Public Safety. Hazardous Waste bins and or cabinets have been made available in most studio spaces for storage of these materials until disposal. As bins fill, please inform your department assistant. Do not dump any materials down drains or sinks as this is in violation of EPA regulations. All materials will be picked up with 24 hours of the request.

Safety of students, faculty, staff, and visitors depends on the awareness of everyone. Always observe the special safety guidelines applicable in your work area and the following general guidelines of safety. Report immediately to your Department Head or the Public Safety department any injury, safety hazard, or property needing repair.

- If injured on the job, report the injury to your supervisor immediately and refer to the Workers' Compensation Policy guidelines (see policy titled Workers' Compensation which is published in the Cranbrook Employee Handbooks.)
 - Follow all infection control and safety-related procedures.
 - Keep your individual work area clean and orderly at all times.
 - Do not smoke or permit others to smoke on Cranbrook premises, other than in designated smoking areas.
 - Remain familiar with the fire safety procedures in your work area(s), including evacuation routes.
 - If you are assigned a job or undertake a task requiring protective clothing or equipment, use it. Do not dress in a way that might increase the risk of a job-related injury.
 - Store all materials and equipment in their proper places.
 - Drive safely and courteously when operating a vehicle as part of work.
 - If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance, with the help of proper lifting techniques.
- ✓ At no time should students be on campus working while school is not in session without the advance knowledge and approval of the Department Head.

Emergency Procedures for Academy Students and Personnel

- **Review these procedures in advance of an emergency event.**
- Call Public Safety for all emergencies at (248) 645-3170. If you cannot contact Public Safety, call 911 (9-911 from campus landline phones) for Bloomfield Hills emergency response. Should you call 911 first, you must then immediately call (248) 645-3170 to notify Public Safety.
- If telephones are not working during an emergency, find a Facilities employee who will be carrying a walkie-talkie or a cell phone. If there are no other options, drive to the Public Safety Post at the Woodward entrance to report the problem. In the event of a very serious emergency, pull the fire alarm.
- Make yourself familiar with evacuation routes out of the buildings and the areas that can provide shelter during severe storms.

SPECIFIC PROCEDURES:

Fire, Explosion or Chemical Spill

1. Notify Public Safety at (248) 645-3170 **and** call 911 (9-911 from campus landline phones).
2. If a fire alarm is located nearby, pull the lever to activate.
3. If the fire is small, you may attempt to put it out with a fire extinguisher. Do not jeopardize your own safety by allowing the fire to get between you and the exit.
4. Evacuate the area if you are unable to control the fire, and close the doors behind you in an attempt to contain the fire and smoke.
5. Try not to break any windows near the fire, unless necessary for escape. Oxygen feeds fires and enables them to spread.

6. All fires, no matter how small, must be reported to Public Safety.

✓ **DO:**

- Respond to a fire alarm by evacuating the building immediately.
- Go to the deSalle Auditorium if the Art Museum is open.
- Go to the Academy of Art Library if the Art Museum is closed.
- Go to the Art Museum Peristyle if both the Library and Museum are closed.
- At the safe location, Public Safety and Academy staff members will provide further instructions.

✓ **DO NOT:**

- Open hot doors.
- Attempt to save possessions.
- Return to the area unless instructed by Public Safety.
- Move an injured person unless he/she is in immediate danger.

Flooding and Water Damage

1. When flooding and water damage is discovered, notify your Department Head or DA. If flooding is severe, notify Public Safety at (248) 645-3170.
2. Use extreme caution if there are electrical appliances or outlets near the water.
3. *Do not step into standing water.*
4. If you know the source of the leak and are confident in your ability to stop it, do so cautiously.
5. Evacuate the premises.

Tornadoes

1. A steady, three-minute tone on the tornado alarm indicates that a tornado has been sighted in the area and all students are to seek shelter immediately.
2. Students are to move from their dormitory rooms and studios to the lower level of the buildings, away from windows.
3. Stay in the basement areas until the storm has passed.
4. If a tornado does hit the building you are in, proceed with the following evacuation procedures:
 - Go to the deSalle Auditorium if the Art Museum is open. Go the Academy of Art Library if the Art Museum is closed.
 - Go to the Art Museum Peristyle if both the Art Museum and Library are closed.
 - At the safe location, Public Safety and Academy staff will provide further instructions.

Bomb Threats

If a bomb threat occurs in the building you are in, proceed with the following evacuation procedures:

1. Go to the Institute of Science.
2. At the safe location, Public Safety and Academy staff members will provide further instructions.

Campus Fire Safety

Students, faculty, and staff are required to maintain a safe environment in residences and studios. The Bloomfield Hills Fire Marshal makes regular inspections and has the authority to demand adherence to fire safety rules.

To avoid fire violations, the following should be observed on a daily basis:

- Keep exits and corridors clear of all objects, including furniture.
- Do not use extension cords of any type plugged in and unattended. Belkin brand power strips are acceptable.
- Cooking inside studio spaces with hot plates and toaster ovens is prohibited. Cooking may take place only in specified kitchen areas.
- Flammable solvents must be kept in closed containers and stored in approved "Flammable" cabinets.
- Storage of combustible materials must be kept at a minimum.

Equipment, furniture, personal belongings, etc. found to be causing a fire violation will be confiscated immediately without notice.

Accidents and Illnesses

General Guidelines for Illness and Injury

Report injuries to:

1. Campus Public Safety at (248) 645-3170; **and**
2. Academy Administration; **and**
3. *If injury occurs within an academic department, Artist-in-Residence.*

If illness results in the student's absence from the studio, the Department Head and Academy Administration must be informed.

Acute illness (emergency situations) can be treated at a local hospital.

Do not go to a hospital emergency room unless you are experiencing a true emergency. Minor illnesses and injuries can be treated at local clinics or doctor's offices. The following is a list of sources of medical aid. Cranbrook provides this information as a convenience only, and does not make recommendations or suggestions to persons seeking medical or psychological treatment.

Note that persons participating in the student insurance program should seek attention from a PPO provider in the First Health Network. Please call (888) 685-7774 or go to www.firsthealth.com to find participating doctors, hospitals, and clinics. Costs and co-pays will be higher if a non-participating care provider is selected. The following local First Health providers are listed for students' convenience:

St. Joseph Mercy Hospital 44405 Woodward Avenue Pontiac, MI 248-858-3000	William Beaumont Hospital 801 West 13 Mile Road Royal Oak, MI 248-288-8000
Birmingham Royal Oak Medical Group 5130 Coolidge Highway Royal Oak, MI 248-288-9500	Beaumont Hospital – Adult After Hours Clinic 3535 West 13 Mile Road Royal Oak, MI 248-551-1210

Concentra Urgent Care 627 East Maple Road, #200 Troy, MI 248-524-1912	Somerset Urgent Care PLLC 1500 W Big Beaver Rd Ste 104 Troy, MI 248-649-4444
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Pandemic or Contagious Illness

Cranbrook Educational Community has developed a plan of action in the event of pandemic flu or similar infectious illness of individuals residing on campus. The general provisions of the plan may be obtained from the Human Resources Department, (248) 645-3165. The Academy of Art Administration, having no housing that that would provide for quarantine of the sick, will assist to the extent possible in protecting the interests of both the sick and well.

Academy students are adults and responsible for their own treatment when ill. No Cranbrook employee may provide physical care or administer drugs to a student. However, compassionate response may be provided by classmates, family, and friends as may be appropriate.

- Students who feel ill should not enter academic (public) buildings. If they reside off campus, they should remain home until 24 hours after the last symptom is gone.
- If they reside on-campus, they should remain in their room for the same length of time (24 hours after symptoms subside.)
- Although privacy laws prohibit demanding personal sickness information from a student, students are requested to report to their Department Head and the Academy Administration if they believe they have contracted a pandemic illness. Such statistics may be reported to the local Board of Health.

If the roommate of the sick student wishes to be relocated for the duration of the illness, the Academy will attempt to place him/her elsewhere on campus. Unfortunately, a place on campus is not guaranteed, and the resident may need to find his/her own accommodations.

Missing Persons Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, the Academy has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student. This policy applies to students residing in campus dormitories who are deemed missing or absent from the Academy for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to: reports or suspicions of foul play; evidence of suicidal thoughts, drug use, any life threatening situations; or student has been with persons who may endanger the student's welfare.

Once a student has been reported missing, an investigation will begin. Notification will be made to the individual identified by the missing student as his/her missing persons contact (if any) and if necessary the local law enforcement agency.

Notification of Missing Person: If a member of the Academy community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify: Cranbrook Public Safety, (248) 645-3170

(3170 on campus phones); or Vanessa Lucero Mazei, *Student Services Manager, Admissions Coordinator & Assistant Registrar*, (248) 645-3306 (3306 on campus phones).

Report: If Public Safety is contacted, the Director of Public Safety will immediately inform the *Student Services Manager, Admissions Coordinator & Assistant Registrar* (and vice versa). The *Student Services Manager, Admissions Coordinator & Assistant Registrar* will generate a missing persons report and investigate. Public Safety will assist as necessary.

Action: After investigating the missing person report, should the *Student Services Manager, Admissions Coordinator & Assistant Registrar* determine that the student is missing and has been missing for more than 24 hours, the Academy will notify the student's missing persons contact* (if any) and will request that Public Safety notify Bloomfield Hills Police Department no later than 24 hours after the student is determined to be missing.

*Students residing in on-campus housing will have the option to identify an individual to be contacted by the Academy in the event the student is missing for more than 24 hours; this contact information will be confidential. If a student has identified such an individual, the Academy will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing a Missing Persons Contact Form in the Academy's Administration Office.

INSTITUTIONAL POLICIES - DRUG & ALCOHOL POLICY AND DRUG & ALCOHOL AWARENESS AND ABUSE POLICIES

Consumption of Alcohol on Campus

Cranbrook Educational Community, in accordance with Michigan law, has spaces on campus that are designated as *licensed* for service/consumption of alcohol, and spaces that are designated as *unlicensed* for alcohol consumption. In licensed spaces, all alcohol must be served by a registered distributor/caterer. In unlicensed spaces, Academy of Art students of legal drinking age may consume their own alcohol at events authorized by an Artist in Residence or the *Director*. These un-licensed spaces are Lounge, Forum Gallery (inside the gallery), private student studios and private faculty studios. - Returning to the workplace/studio, equipment rooms, shops, or other spaces of production provided by Cranbrook to perform work of any kind after consuming alcohol is strictly prohibited. Any alcohol stored in un-licensed spaces must be kept in a locked cabinet or closet.

Note that in special circumstances, such as the studio event or other public events, spaces that typically are un-licensed may temporarily be licensed for the event. The Community will be advised of these changes in advance.

Alcohol may not be consumed outdoors, on Cranbrook Schools property, or in public spaces outside campus buildings.

Students may not be on Cranbrook Schools property or in Cranbrook public spaces while under the influence of alcohol.

Awareness - Health Risks of Drugs and Alcohol

Drugs and alcohol are toxic to the human body and if abused can have serious health consequences. Following is a summary of health risks associated with alcohol abuse and the use of specific types of drugs:

Alcohol - Alcohol consumption has acute effects on the body and causes a number of marked behavior changes. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses increase the incidence of a variety of aggressive acts including risk-taking behaviors. Moderate to high doses of alcohol cause marked impairments in mental functions, severely affecting a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

Illicit Drugs - Drugs interfere with the brain's ability to take in, sort and synthesize information. They distort perception, affect sensations and impair memory. Specific health risks associated with particular types of drugs are listed below:

Cocaine/Crack - Cocaine stimulates the nervous system, elevates blood pressure, increases heart and respiratory rates and elevates body temperature. Cocaine can produce psychological and physical dependency. Effects of the use of crack include increased pulse rate, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Crack is far more addictive than heroin

or barbiturates. Repeated use of crack can lead to addiction within a few days. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine in any form, but particularly crack, can cause sudden death from cardiac arrest or respiratory failure.

Marijuana - Marijuana may increase the heart rate, produce bloodshot eyes, a dry mouth and increased appetite. It may impair short term memory, alter sense of time and reduce the ability to perform tasks requiring coordination and concentration. Research shows that motivation and cognition may be altered and that marijuana can cause severe psychological damage. Marijuana also damages the lungs and pulmonary system and contains more cancer-causing agents than tobacco smoke.

Narcotics - Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Amphetamines - Amphetamines (uppers) can cause increased heart and respiratory rates, elevated blood pressure and decreased appetite. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.

Barbiturates - Barbiturates (downers) have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of alcohol and barbiturates will multiply the effects, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Hallucinogens - Hallucinogens interrupt the functions of the brain that control the intellect and keep instincts in check. The use of hallucinogens may produce a sense of distance and estrangement, panic, confusion, suspicion, anxiety and loss of control. Large doses may produce convulsions and coma, and heart and lung failure.

Inhalants - The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Statement regarding alcohol abuse and illicit drugs

Cranbrook Academy of Art is committed to maintaining a campus free from alcohol abuse and the illicit use of drugs. Cranbrook requires all employees and students to report for work or studio activity free from the effects of drugs or alcohol. Persons whose actions suggest they are under the influence of alcohol and/or drugs will not be allowed to remain in the workplace/studio.

Selling, distributing, manufacturing, dispensing, purchasing, possessing or consuming alcohol or illegal drugs, or misusing prescribed drugs, is strictly prohibited. (Nothing in this statement is intended to restrict reasonable consumption or handling of alcoholic beverages by employees or students age 21 or older at an authorized event). Returning to the workplace/studio,

equipment rooms, shops, or other spaces of production provided by Cranbrook to perform work of any kind after consuming alcohol is strictly prohibited.

In compliance with the Drug-Free Workplace Act of 1988, Cranbrook requires employees and students to abide by the conditions set forth in the preceding statement, and further to notify the Director of Personnel and the Director of Cranbrook Academy of Art of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Cranbrook in turn will adhere to reporting requirements stipulated by the law.

The civil penalties for unlawful possession of illicit drugs and the abuse of alcohol are described under Michigan Fact Sheet and Federal Trafficking Penalties.

Cranbrook Academy of Art will impose sanctions, consistent with Local, State and Federal law, upon persons found to be in violation of the standards of conduct as described herein. Such sanctions may include, but are not limited to, referral for prosecution, suspension or termination without prior warning, or the completion of an appropriate counseling, treatment, or rehabilitation program before reinstatement is allowed.

Employees and students are provided at least once yearly with information dealing with the health risks associated with the use of illicit drugs and the abuse of alcohol. Written information is available at any time from the Cranbrook Academy of Art Library or Administration Office or the Cranbrook Educational Community Human Resources Director.

Drug and Alcohol Policy

The laws of the state of Michigan and Cranbrook Academy of Art's policies prohibit the consumption or possession for personal consumption of alcoholic beverages by persons under the age of 21 years. Further, Michigan laws and Academy policies prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. The Academy's policies, local ordinances and laws, state laws and federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

Selling, distributing, manufacturing, dispensing, purchasing, possessing or consuming alcohol or illegal drugs, or misusing prescribed drugs, is strictly prohibited. (Nothing in this statement is intended to restrict reasonable consumption or handling of alcoholic beverages by employees or students age 21 or older at an authorized event). Returning to the workplace/studio, equipment rooms, shops, or other spaces of production provided by Cranbrook to perform work of any kind after consuming alcohol is strictly prohibited.

In compliance with the Drug-Free Workplace Act of 1988, Cranbrook requires employees to abide by the conditions set forth in the preceding statement, and further to notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Cranbrook in turn will adhere to reporting requirements stipulated by the law.

Cranbrook Academy of Art will impose sanctions, consistent with Local, State and Federal law, upon persons found to be in violation of the standards of

conduct as described herein. Such sanctions may include, but are not limited to, referral for prosecution, suspension or termination without prior warning, or the completion of an appropriate counseling, treatment, or rehabilitation program before reinstatement is allowed.

Employees and students are provided at least once yearly with information dealing with the health risks associated with the use of illicit drugs and the abuse of alcohol. Written information is available at any time from the Cranbrook Academy of Art Library or Administration Office or the Cranbrook Educational Community Human Resources Director.

External Sanctions

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property; /
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

Illegal Drugs: See full description of federal sanctions for drug felonies: <http://www.justice.gov/dea/druginfo/ftp3.shtml>. This section is not intended as legal advice; consult with an attorney regarding you specific legal issues.

Alcohol: Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol.

Prescription Drugs

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on Academy property. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.

Program for awareness/prevention/treatment of substance abuse

In the spirit of assisting employees and students in being free from alcohol abuse and the use of illicit drugs, Cranbrook Academy of Art provides a program for awareness/prevention/treatment for substance abuse. All are encouraged to become familiar with the ways in which appropriate and timely help may be obtained. *The program consists of the following initiatives:*

The Academy has contracted with a certified counselor who will be available, by appointment, for agency office counseling for drug and substance abuse. The Academy currently has contracted with Catholic Charities of Southeast Michigan for this service. Although the word "Catholic" appears in its title, the agency is not directly associated with any religious group. This agency is the most respected in its field in this part of the state. Persons wishing to make an appointment with the counselor should contact the Royal Oak (248) 548-4044 or Waterford office at 248-666-8870.

The Academy provides information on a variety of local facilities offering counseling, treatment, and therapy for those with drug or mental health related problems. These agencies are publicly funded by the Oakland County Health Division, Substance Abuse office, and may provide outpatient services at reduced or no fee based on income eligibility. The sources are listed below; additional copies are available any time from the Academy office.

Catholic Charities of SE MI 6637 Highland Road Waterford, MI 48327 248-666-8870	Oakland Family Services 50 Wayne Street Pontiac, MI 48058 248-332-8352
Recovery Consultants, Inc 2710 W. 12 Mile Rd. Berkley, MI 48072 248-543-1090	Woodward Counseling, Inc. 35 S. Johnson St., Suite 0-C Pontiac, MI 48341 248-333-7222
Common Ground Crisis and Resource Center 44590 Woodward Avenue Pontiac, MI 48341 248-456-1991 800-231-1127 (24 Hour Helpline)	Alcoholics Anonymous For information on local Alcoholic Anonymous programs, including meeting locations and times: 248-332-3521 or 248-541-6565
Havenwyck Hospital 1525 University Drive Auburn Hills, MI 48326 Havenwyck Hospital provides a continuum of individualized treatment for adults needing psychiatric and/or substance abuse treatment. Intake Center, call 1-800-401-2727 Assessments and Admission, Staff is available 24 hours a day, seven days a week.	

Information regarding alcohol and drug abuse awareness/prevention is provided to students at registration; students sign a form to indicate that they will read this information. Information is also posted on the CAA Intranet, on the *Student Forms and Important Student Information* page, in the *Substance Abuse Resources* section.

Cranbrook Academy of Art conducts a biennial review of its drug and alcohol abuse prevention program. Such review examines the effectiveness of the program initiatives, implements necessary changes, and ensures that sanctions are consistently enforced. Comments and pertinent information from employees and students will be accepted by the Cranbrook Academy of Art Director's office.

INSTITUTIONAL POLICIES – TITLE IX POLICIES

Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy

Nondiscrimination Statement

The Cranbrook Academy of Art (Cranbrook) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to all students and employees and to conduct on school grounds, off-campus, at school-sponsored activities, and through technology resources provided by or used at Cranbrook. Violation of this policy is considered violation of the Student Code of Conduct.

Title IX of the Education Amendments of 1972 and other laws,¹ prohibit discrimination on the basis of sex in employment and education programs and activities. Title IX protects all persons from sex discrimination, which includes sexual harassment and sexual violence. Cranbrook will process all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an employment or education program or activity, or had continuing effects on campus. If alleged off-campus sexual harassment or sexual violence occurred in the context of an education program or activity or had continuing effects on campus, the complaint will be treated the same as a complaint involving on-campus conduct. This includes complaints of sexual assault or harassment by students, employees, and third parties.

A. Title IX Liaison and Coordinator

Complaints of sexual assault, sexual harassment or other conduct prohibited under this policy and inquiries concerning the application of Title IX and its regulations should be directed to the Cranbrook Academy of Art's Title IX Liaison:

Cranbrook Academy of Art Title IX Liaison

Amy Deines, Dean
Cranbrook Academy of Art
39221 Woodward Avenue
Art Academy Administration, 2nd Floor
Bloomfield Hills, MI 48303-0801
(248) 645-3090; adeines@cranbrook.edu

The Title IX coordinator's responsibilities include investigating or overseeing the investigation of all incidents of alleged sexual assault or harassment; ensuring that consistent standards and practices apply to all investigations; being available to meet with students and employees who believe sexual assault or

¹Title IX of the Education Amendments of 1972, as amended, and its implementing regulations, 34 C.F.R. Part 106 ("Title IX"); the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)) (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act); and Title VII of the Civil Rights Act of 1964, as amended.

harassment has occurred; and assisting campus security or law enforcement as needed.

Cranbrook Educational Community Title IX Coordinator

Beth Beadle, HR Manager
Cranbrook Educational Community
39221 Woodward Avenue
Cranbrook House, 1st Floor
Bloomfield Hills, MI 48303-0801
(248) 645-3165
bbeatle@cranbrook.edu

Students may also contact the U.S. Department of Education, Office for Civil Rights, (800)421-3481 or ocr@ed.gov.

B. Policy Definitions

Sex discrimination is an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking, as prohibited by Title IX, Title IV, VAWA/Campus SaVE Act, and other laws and regulations. Both men and women can be victims of sex discrimination.

Sexual harassment is any unwelcome conduct of a sexual nature. This includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through Cranbrook; *or*
- b. Such conduct is unwelcome; *or*
- c. Submission to, or rejection of, the conduct by a Cranbrook employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; *or*
- d. Such conduct is sufficiently severe or pervasive to create a hostile educational or employment environment.

Sexual harassment also includes acts of verbal, non-verbal (e.g., written) and physical aggression, intimidation or hostility based on sex or gender stereotyping, even if these acts are not sexual in nature.

Sexual Violence is a form of sexual harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (if based on sex), taken against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to the use of drugs or alcohol, being a minor, or an intellectual or other disability. Sexual violence includes acts of physical force, violence, threats, and intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through drugs or alcohol, or taking advantage of another person’s incapacitation,

including voluntary drug or alcohol intoxication. **Incapacitated** means the victim is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance administered without consent or due to any other act committed upon the victim without consent.²

Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX. Both men and women can be victims of sexual violence.

Statutory rape is unlawful sexual intercourse with a minor under 18 years old, even if the intercourse is consensual. Under Michigan law, children under the age of 16 cannot consent to conduct of a sexual nature, and children under the age of 18 cannot consent to conduct of a sexual nature when the other person is a teacher, a substitute teacher, or a school employee, contractual service provider, or administrator.

Sexual Assault is a form of sexual violence and means (1) forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration; or (2) an attempt to commit an unlawful act that places another person in reasonable apprehension of immediate, non-consensual physical contact for sexual purposes.

Sexual Battery is a form of sexual violence and means an intentional, unconsented to and harmful or offensive touching of the person of another, or of something closely connected with the person, for sexual purposes.³

Rape is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.⁴ Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or due to a mental or physical disability is incapable of giving consent.⁵

Acquaintance Rape is a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website (*see above for definition of rape.*)

Consent means an informed and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

²Under Michigan law, persons who are drugged, incapacitated, or under the age of 16 are unable to give consent.

³MICH. COMP. LAWS ANN. § 750.520b Criminal sexual conduct in the first degree.

⁴MICH. COMP. LAWS ANN. § 750.520a Definitions.

⁵MICH. COMP. LAWS ANN. § 750.520a Definitions.

- Consent must be **voluntary** and given without coercion, force, threats, or intimidation.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity.
- Consent cannot be given by a person who is **incapacitated**. A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an *intoxicated* person (as a result of using alcohol or other drugs) is *incapacitated* depends on the extent to which the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments is impaired.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim could not give, did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

Domestic violence is a form of sexual violence and means abuse committed against a person who is a spouse or former spouse of the abuser, a person with whom the abuser resides or has resided in the past, a person with whom the abuser has or has had a dating or sexual relationship, a person with whom the abuser is or was related by marriage, or a person with whom with the abuser has a child. As to these persons, domestic violence means causing or attempting to cause them physical or mental harm, placing them in fear of mental or physical harm, causing or attempting to cause them to engage in involuntary sexual activity by force, threat of force, or duress, or engaging in activity toward them that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.⁶

Dating violence is a form of sexual violence, and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include a new acquaintance or person the complainant just met; *i.e.*, at a party, introduced through a friend, or on a social networking website.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition,

- “Course of conduct” means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

⁶MICH. COMP. LAWS ANN. § 400.1501 Definitions.

- ii. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Hostile Educational Environment. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Bystander Intervention. Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Proceeding. All activities related to a non-criminal resolution of a disciplinary complaint, including, but not limited to, fact finding investigations, formal or information meetings, and hearings.

Result. Any internal, interim, and final decision by the official authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

C. Prohibited Conduct

Any conduct by an employee, student, or third party that denies or limits the ability of a student or employee to participate in or receive the benefits, services, or opportunities of employment or any Cranbrook program or activity based on sex is prohibited. This includes any circumstance where:

1. An employment or educational decision or benefit is conditioned on submission to unwelcome sexual advances or conduct;
2. Submission to, or rejection of, unwelcome sexual conduct is used as a basis for denying employment or an opportunity to participate in or benefit from any school program or activity;
3. Conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student ability to participate in or benefit from any school program or activity or a term, condition or benefit of employment;
4. Conduct alters the educational environment to the degree that it adversely affects the student’s ability to participate in or benefit from any school program whether or not that student is the target of the harassment;

5. There is a pattern and practice of sexual harassment;
6. A teacher, administrator or other person in a position of authority engages in sex discrimination or sexual harassment of a student or employee; and/or
7. A student or a group of students engages in sexual harassment of another student or students.

The following are examples of behaviors that are prohibited under this policy.

This is not intended to be an exhaustive list:

8. Unwelcome sexual flirtations, advances or propositions;
9. Derogatory, vulgar or graphic written or oral statements regarding one's sexuality;
10. Unwanted touching, patting, pinching, or other attention to an individual's body;
11. Attempted or actual physical assault;
12. Any nonconsensual sexual act, including but not limited to, rape, sexual assault, sexual battery and sexual coercion;
13. Unwelcome sexual comments, innuendoes, suggestions or jokes;
14. Display of sexually suggestive pictures or objects;
15. Domestic violence, dating violence, sexual violence, and stalking, including cyberstalking;
16. Sending text messages, e-mails, or other electronic communications with nude or sexually suggestive photos, videos, or other images; and
17. Sharing or sending nude or sexually suggestive images over the Internet.

This policy specifically includes electronic communications, including but not limited to phone calls, text messages, e-mail, and communications using social media such as Instagram, Snapchat, Twitter, and Facebook.

D. Reporting sexual misconduct or filing a complaint

Where to report. Sexual assault, sexual harassment and other behavior prohibited by this policy should be reported to Amy Deines, Title IX coordinator, at (248) 645-3090 or adeines@cranbrook.edu. A complaint or report may be verbal or written and does not need to take a particular form.

Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff and faculty may notify the head of their department or unit, their supervisor, or any member of the administration with whom they are comfortable. Any instructor or other employee receiving such a report is responsible for reporting it to the Title IX coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination.

What to expect. A representative of Cranbrook will meet with the complainant, provide a copy of this policy, and explain:

1. The importance of seeking immediate medical attention for sexual assaults

2. The importance of preserving evidence
3. The right to report a crime to campus or local law enforcement
4. The right to *not* report a crime to law enforcement or file criminal charges
5. The right to simultaneously file both a criminal complaint with campus security or local law enforcement and an institutional Title IX complaint
6. The right to assistance from school officials with filing a criminal complaint, if assistance is requested
7. Internal options, including informal and formal resolution⁷
8. Available health care, victim advocacy, academic support, mental health, legal assistance resources and counseling services available both on and off campus, such as sexual assault resource centers, campus health centers, and pastoral counselors, including Catholic Charities of Southeast Michigan, Common Ground Mental Health Services, and HAVEN, a sexual assault counseling center providing specialized, comprehensive services in the areas of domestic violence and sexual assault
9. Even if a complainant asks Cranbrook not to take any action, it is obligated to investigate the complaint
10. Prohibitions against retaliation
11. Interim measures that may be put in place, including a no-contact order pending the outcome of the investigation, providing support services, changing living arrangements or course schedules, assignments, or tests, and temporary removal of the alleged perpetrator from the campus community pending the outcome of an investigation.
12. Options for avoiding contact with the alleged perpetrator(s), including being allowed to change academic and extracurricular activities and living, transportation, dining, and working situations as appropriate

When taking steps to separate complainants from alleged perpetrators, Cranbrook will attempt to minimize the burden on the complainant.

Confidentiality. Cranbrook will make reasonable and appropriate efforts to preserve student complainants' and alleged perpetrators' privacy and to protect the confidentiality of information. Cranbrook will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

Cranbrook strongly supports a student complainant's interest in confidentiality in cases involving sexual violence. If a student complainant requests confidentiality, the Title IX coordinator will determine whether Cranbrook can honor this request while providing a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. A student complainant's request for confidentiality could preclude a meaningful

⁷Mediation cannot be used in cases of alleged sexual assault.

investigation; therefore, Cranbrook will consider whether there are circumstances present that demonstrate a risk that the alleged perpetrator may commit additional acts of sexual violence or other violence. These include whether other sexual violence complaints have been received about the same alleged perpetrator; whether the alleged perpetrator has a history of arrests; whether the alleged perpetrator has records from a prior school indicating a history of violence; whether the alleged perpetrator threatened further sexual violence or other violence against the student or others; and whether the sexual violence was committed by multiple perpetrators. Other factors include whether the sexual violence was perpetrated with a weapon, and the age of the student subjected to the sexual violence.

If the complainant asks that the complaint not be pursued, Cranbrook will take reasonable steps to investigate and respond to the complaint consistent with the request not to pursue an investigation.

Even when a student asks that a complaint not be pursued or that information be kept confidential, if necessary, Cranbrook will take action to protect the student. This includes providing support services and changing living arrangements or course schedules, assignments, or tests as appropriate.

E. Investigation

Complaints under this policy will be investigated by the Title IX coordinator or a designee (referred as the “investigator”) in a prompt, fair, and impartial process from the initial investigation to the final result. Other university officials may assist in gathering facts during the investigation and information from campus security or local law enforcement officials may be considered. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. If the alleged perpetrator is allowed to review the complainant’s statement, the complainant may also review any statement by the alleged perpetrator.

Relevant Information for Investigation. At the outset of an investigation, the Title IX coordinator/investigator will notify the alleged perpetrator of the allegations against him or her and request a written response. In addition, the Title IX coordinator/investigator may collect and consider the following types of information:

- Statements by witnesses to the alleged incident(s);
- Evidence about the credibility of the alleged victim and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed other victims;
- Evidence that the alleged victim has made false allegations against other individuals;
- Evidence as to whether the alleged victim’s reaction or behavior after the alleged harassment;
- Evidence as to whether the alleged victim filed a complaint or took other action to protest the conduct soon after the incident occurred; and
- Other evidence of the harassment (*e.g.*, reporting conduct to parents, counselors or friends, medical records, *et cetera*)

- The fact of a current or previous consensual dating or sexual relationship between the parties will not imply consent or preclude a finding of sexual violence.

Evidentiary Determinations. The Title IX coordinator/investigator has broad discretion in determining whether a proffered witness or documentary information would be relevant or helpful to a determination.

Evidentiary Standard. Based on the circumstances, a “preponderance of the evidence” or other legally appropriate standard will be used.

Time Frame for Investigation. An investigation should normally be completed within 60 calendar days after notice of a complaint. This time may be extended for good cause, including breaks or the unavailability of the complainant or alleged perpetrator. A written decision should be provided to the parties within fifteen calendar days after completion of the investigation.

Cooperation. All faculty, staff and students are required to cooperate in the investigation process.

Notice of Investigation. At the outset of an investigation, the investigator will advise the alleged perpetrator of the allegations against him or her in writing.

Opportunity to Participate. Both the complainant and the alleged perpetrator will have the same opportunity to meet with the investigator, to submit relevant documentary or other evidence, including character evidence, and to request that the investigator meet with relevant witnesses and evaluate written documents and statements.

Pending criminal matters. Internal investigation of a sexual assault allegation will proceed whether a related criminal matter is pending or not. If there is an ongoing criminal investigation, Cranbrook will *not* wait for the conclusion of the criminal investigation or criminal proceeding to begin its own Title IX investigation. However, Cranbrook may temporarily delay the fact-finding portion of a Title IX investigation while the police or other law enforcement officials are gathering evidence.

F. Decision and Findings

Following completion of the investigation and review of all materials, Title IX coordinator will prepare a written decision. The written decision will include, but not be limited to, whether the allegations were substantiated, and if so, the disciplinary and recommended remedial measures. The decision will be provided to both parties, although the content of each letter may be modified subject to the limitations of FERPA and other federal or state privacy laws.

If the Title IX coordinator determines that a sexual harassment claim is proven by a preponderance of the evidence (*i.e.*, that it is more likely than not that sexual harassment occurred), he/she will recommend immediate action to end the harassment and prevent its reoccurrence. The recommended action will depend on the degree of control the school has over the harasser and the

nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX coordinator will follow up and communicate with the complainant at the conclusion of the investigation.

Sanctions and protective measures. Depending on whether the alleged harasser is a student, teacher, staff member, or third party, sanctions can include a verbal warning, written reprimand, a no-contact order, short-term or long-term suspension, expulsion, or dismissal/termination. Counseling for the complainant and the harasser will also be considered as remedial action. In addition, the following protective measures may be imposed following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking:

Protective or remedial measures. Available protective and remedial measures include, but are not limited to:

- a. Providing an escort to ensure that the complainant can move safely between classes and activities including employment;
- b. Ensuring the complainant and perpetrator do not share classes, extracurricular activities, or work environments;
- c. Moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- d. Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- e. Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- f. Reviewing any disciplinary actions taken against the complainant to see whether there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined

Any sanction imposed on the perpetrator of sexual assault or harassment that relates directly to the victim, such as a “no contact” order, transfer to different classes or housing, or a suspension will be disclosed to the complainant. The perpetrator will not be notified of the individual remedies offered or provided to the complainant. In cases of alleged sexual violence, the result of the hearing and any sanction imposed will be disclosed to both parties regardless of whether the hearing concludes an assault was committed

Appeal procedures are detailed in the “Sexual Harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking disciplinary procedures.”

G. Informal Resolution

If the complainant requests mediation or informal resolution, he/she will not be required to work out problems directly with the accused individual. Mediation cannot be used in cases of alleged sexual assault. In addition, the complainant

has the right to terminate the informal resolution procedure at any time and pursue a formal complaint.

H. Alleged student perpetrator's rights under the Family Educational Rights and Privacy Act (FERPA)

Under FERPA, an alleged student perpetrator may ask to inspect and review information about the allegations against him or her if the information directly relates to the alleged student perpetrator and is maintained as an education record. In such a case, Cranbrook will either redact the complainant's name and all identifying information before allowing the alleged perpetrator to inspect and review the sections of the complaint that relate to him or her, or notify the alleged perpetrator of the specific information in the complaint that is about the alleged perpetrator. See 34 C.F.R. § 99.12(a).

I. Non-retaliation

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because he or she made a complaint, testified, or participated in an investigation or proceedings is prohibited.

J. Dissemination of policy

This policy must be distributed to:

1. Students (provided annually, in person, during one-on-one fall registration in form of CAA Student Handbook and separate printed document; via email link in the annual Safety and Security report distributed via Hotline)
2. Administrators, faculty, and other employees (provided annually – CAA catalog; via email link in the annual Safety and Security report distributed via Hotline and/or via email to each employee's Cranbrook email address)
3. Applicants for admission (available via www.cranbrookart.edu)
4. Applicants for employment (available via www.cranbrookart.edu)

This policy must be available:

1. On the school website (www.cranbrookart.edu; CAA intranet for students/staff)
2. In hard copy at multiple campus locations (Enrollment/Student Services; Library)
3. In both printed and electronic publications, including student handbooks, codes of conduct, and catalogs (Student Handbook, which includes codes of conduct)

K. Health care, victim advocacy, support and other service providers.

Cranbrook Public Safety, (248) 645-3170.

Public Safety staff is available to assist students 24 hours a day, 7 days a week.

Common Ground Mental Health Services, Resource and Crisis Helpline: 800.231.1127.

Common Ground, a community based organization, provides a lifeline for individuals and families in crisis, victims of crime, persons with mental illness, and people trying to cope with critical situations. Common Ground's Victim Assistance Program provides 24-hour access to counselors and advocates for victims of crime, domestic and sexual abuse and workplace violence. Assistance includes on-site advocacy, personal protection order assistance and accompaniment of victims to hospitals, police stations and court rooms. To receive assistance from the Victim's Assistance Program or for more information, call Common Ground's 24-hour Resource and Crisis Helpline at 1-800-231-1127. For more information, visit www.commongroundhelps.org.
**Common Ground's offices are located at 1410 S. Telegraph, Bloomfield Hills, MI 48302.*

HAVEN, 24-HR Crisis & Support: 248.334.1274 Toll-Free Crisis Line: 877.922.1274.

Haven is a sexual assault counseling center providing specialized, comprehensive services in the areas of domestic violence and sexual assault. Oakland County's only comprehensive program for victims of domestic violence and sexual assault, Haven provides shelter, counseling and advocacy. Haven's Safe Therapeutic Assault Response Team (START) is a team of forensic nurse examiners and first responders that provides comprehensive forensic exams and compassionate emotional support for victims of sexual assault. *There is no fee for this service.* The Forensic Examiners (FEs) are specially trained to perform medical forensic examinations of adolescent and adult victims of acute sexual assault. They collect evidence from suspects in police custody and work with victims. They are also trained in giving court testimony. FEs assist any victim of sexual assault, 12 years of age or older, who reports the crime within 96 hours of its occurrence. FEs examine both males and females and provide evidence collection from both victims and suspects. For more information, visit www.haven-oakland.org/programs/assault-response.
**Haven's mailing address is 30400 Telegraph Rd #101, Bingham Farms, MI 48025.*

Catholic Charities of Southeast Michigan (CCSEM), (248) 666-8870.

All Cranbrook Academy of Art students are offered up to 5 free counseling sessions each academic year through CCSEM. Additional sessions are available on a sliding scale fee basis, and a low-cost graduate-student practitioner option is also offered. Students who have been victims of sexual violence are encouraged to seek counseling through CCSEM. Those wishing to schedule an appointment may call (248) 666-8870 and identify themselves as an Academy student. Counseling is confidential; Academy staff is not informed of the names of students who use CCSEM's services. CCSEM provides confidential support at state-licensed facilities; counseling programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). Therapists are licensed and registered psychotherapy practitioners in the state of Michigan; master's level therapists and clinicians are under the supervision of a board certified psychiatrist and clinical psychologist. Experts on

staff include domestic violence specialists. For more information, visit:

www.ccsem.org/mental-and-behavioral-health-counseling/.

*CCSEM's counseling clinic locations include 6637 Highland Road, Waterford, MI 48327 (the location where students are directed to call for an appointment); appointments may be requested for other locations through the Waterford office.

References:

The Violence Against Women Reauthorization Act of 2013, (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act).

Title IX of the Education Amendments of 1972, as amended.

Title VII of the Civil Rights Act of 1964, as amended.

October 26, 2010 Dear Colleague Letter on harassment and bullying, issued by the U.S. Department of Education

April 4, 2011 Dear Colleague Letter on sexual violence, issued by the U.S. Department of Education

April 24, 2013 Dear Colleague Letter on Title IX retaliation, issued by the U.S. Department of Education;

April 29, 2014 Questions and Answers on Title IX and Sexual Violence, issued by the U.S. Department of Education.

Title IX Legal Manual, U.S. Department of Justice Civil Rights Division

Sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking disciplinary procedures

Cranbrook Academy of Art (Cranbrook) is committed to treating all members of the community with dignity, care, and respect. Any community member who experiences or is affected by the behaviors outlined in Cranbrook's *Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking* policies, whether as a complainant, respondent, or third party, will have equal access to care and support from the institute. Interim remedies are available to all parties, and are detailed in the following grievance procedure section of this policy.

Grievance procedures

These grievance procedures have been adopted by Cranbrook to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of Cranbrook's *Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking* policy. In cases involving potential crimes, including sexual assault, dating or domestic violence, or stalking, individuals are encouraged to file a report with the local law enforcement which has jurisdiction over the location in which the misconduct occurred. If needed, Cranbrook will provide a support person to assist the complainant in contacting local law enforcement and making a report.

Cranbrook's grievance procedures and the legal system work independently from one another and Cranbrook will proceed with its process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed

through these grievance procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the respondent.

In certain instances, Cranbrook may need to report conduct to appropriate law enforcement agencies even when the subject of the conduct has decided not to do so. Such circumstances include situations that present a clear and imminent danger or risk to any member of the school community or the community as a whole, when a weapon is involved in the incident, or when the alleged conduct involves sexual misconduct and the complainant is a minor. In such cases where Cranbrook deems it necessary to notify law enforcement, the decision to report will be shared with the complainant.

Reporting to the institution

Any member of Cranbrook's community—whether faculty, staff, or student—who wishes to report an incident of discrimination, harassment, or sexual misconduct as defined in Cranbrook's *Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking* policy should first bring this matter to the appropriate Cranbrook representative listed below. Under no circumstances is an individual required to report discrimination, harassment, and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator. The persons charged with handling and investigating discrimination, harassment, and/or sexual misconduct complaints may consult with legal counsel at any point during the process. The procedures should be followed in a manner that is as confidential and sensitive as possible in order to protect all the individuals involved.

There may be situations or circumstances when a member of Cranbrook's community is subjected to discrimination, harassment, and/or sexual misconduct, but does not wish to come forward to pursue a complaint, or when a person observes discrimination, harassment, and/or sexual misconduct directed at another member of the community. Cranbrook will do all it can to respect the victim's wishes, but may proceed to address allegations of discrimination, harassment, and/or sexual misconduct if and when Cranbrook administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the victim or other members of the community.

To make a report or complaint against a student, contact:

Amy Deines, *Dean*
Cranbrook Academy of Art
39221 Woodward Avenue
Art Academy Administration, 2nd Floor
Bloomfield Hills, MI 48303-0801
(248) 645-3090
adeines@cranbrook.edu

To make a report or complaint against a faculty member, staff member, or third party, contact:

Beth Beadle, *Human Resources Director*
Cranbrook Educational Community
39221 Woodward Avenue
Cranbrook House, 1st Floor

Bloomfield Hills, MI 48303
(248) 645-3165
bbeadle@cranbrook.edu

After hours, contact campus security at 248.645.3170

Reports may be made orally or in writing. Reports may also be made to responsible employees. A responsible employee is a person who: has the authority to take action to redress sexual violence; has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Cranbrook designates all professional staff and faculty members as responsible employees.

Any person who brings a complaint of discrimination, harassment, or sexual misconduct under this policy may seek a campus "active avoidance" order pending disciplinary action. These are written orders issued to the respondent that restrict or prohibit contact with the complainant or impose other restrictions as may be appropriate. Request for such orders may be made to the administrators handling the complaint. Complainants may also seek protective measures from outside law enforcement agencies.

Interim measures

Cranbrook may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the Cranbrook community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the grievance process), an active avoidance order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure to adhere to the parameters of any interim measure is a violation of Cranbrook policy and may lead to additional disciplinary action. Interim measures will be determined by the Dean, Director or the HR Director, as appropriate. Such interim measures may be imposed:

- In instances where the complaining party feels unsafe;
- In instances where it is determined that the accused party poses a potential threat to another;
- To ensure the safety and well-being of members of the Cranbrook community and/or preservation of Cranbrook property;
- To ensure the accused party's own physical or emotional safety and well-being; or
- If the accused party poses a threat of disruption or interference with the normal operations of Cranbrook.

Support person

Each party may have a support person present with them at all meetings and any hearing associated with the complaint and in which the respective individual is participating. The support person may attend, but shall not participate in, meetings or the hearing. Legal counsel will not be permitted,

except in cases of sexual assault, dating violence, domestic violence or stalking or in which any party to the grievance faces potential criminal charges or if required by applicable law. In such cases, an attorney will only be permitted in a non-participatory advisory role at the party's expense.

Informal complaint procedure

Note: the informal procedure is not appropriate for and will not be used in the case of sexual misconduct. When an incident arises in which a person feels that they have been subjected to discrimination, harassment, or sexual misconduct as defined in this policy, it should be addressed as soon as possible. In many cases, informal actions can be taken that will effectively stop the misconduct; however, informal resolution is never required. The person may choose to confront the offender, making clear that they do not want any further incidents to occur. If this does not stop the misconduct, or if the person does not feel that they can confront the offender or needs help in the process, the following procedure should be followed: when the offender is a student, the Dean should be contacted. When the offender is a staff or faculty member, the HR Director should be contacted.

The administrator can provide the person with support and advice on how to confront the offender and how to discourage further misconduct. At the person's request, the administrator may also intervene directly with the offender. In this case, the administrator will provide the offender an opportunity to respond to allegations and after discussions with both parties, may attempt to mediate or suggest another person to mediate a solution, which may result in a written agreement between the parties.

Other remedial action may also result. The administrator will make every effort to resolve the informal complain in a timely manner. At any time, either party may end the informal process and begin the formal complaint procedure. The formal procedures may also be started if the informal complaint procedure has not resulted in satisfactory resolution to the complainant.

Formal complaint procedure

Prompt reporting of a complaint of discrimination, harassment, and/or sexual misconduct as defined in Cranbrook's *Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking* policy is strongly encouraged, as it facilitates a faster resolution. However, Cranbrook may need to investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of Cranbrook to respond is limited if the respondent is no longer a member of the Cranbrook community. If a Cranbrook staff member, faculty member, or student leaves Cranbrook with a pending complaint against them, they will not be permitted to return to Cranbrook until the case is resolved through these grievance procedures.

The following outlines the formal complaint procedure that will be used to address violations of this policy and any appeals based on the same. No other available grievance or appeals procedures may be applied to violations of this policy or sanctions based on those violations. Upon receipt of a report of a violation of this policy, Cranbrook will activate the following grievance procedures:

1. Reports of complaints of alleged violations of this policy should be submitted to (or will be forwarded to) Cranbrook's responsible administrator as follows:

A. If the respondent is a student, the Dean should be notified.

B. If the respondent is a staff or faculty member, the HR Director should be notified.

2. Within five (5) business days, unless unusual or complex circumstances exist, the responsible administrator will meet with the complainant to review the complaint, related policies, and the grievance procedures. The responsible administrator will also identify support resources and interventions or interim measures available to the complainant.

3. In cases where the alleged violation is reported to Cranbrook by a third party, the victim will be notified by the responsible administrator that a complaint has been received. The responsible administrator will meet with the victim to discuss their options and resources available to them at Cranbrook and in the community.

4. Within five (5) business days of meeting with the complainant, unless unusual or complex circumstances exist, the responsible administrator will appoint a trained investigator to conduct a thorough, impartial, and prompt investigation of the complaint which shall be completed within sixty (60) days, unless unusual or complex circumstances exist.

5. The investigator, in consultation with the responsible administrator, will establish a timeline and process for the investigation, including a plan for notifying the respondent (the subject of a report or complaint). The investigator will conduct interviews as needed with all appropriate individuals including the complainant and respondent, and will gather any pertinent evidentiary materials. Upon completion of the investigation, the investigator will prepare a report detailing the investigation, including a summary of the interviews and the evidentiary materials gathered. Based on the results of the investigation, the investigator will make an appropriate finding based on the preponderance of the evidence, either:

1. It is more likely than not that the alleged conduct did not occur and the respondent is not responsible for violating this policy; or
2. It is more likely than not that the alleged conduct did occur and the respondent is responsible for violating this policy. The investigator will share the investigation report and findings with the responsible administrator.

If the investigator finds that the respondent is not responsible for a policy violation, the investigation shall be closed and the responsible administrator shall notify the complainant and respondent of this outcome, consistent with Cranbrook's obligations under FERPA. In some circumstances involving a finding of no violation, Cranbrook may institute other forms of remedial,

community-based responses, such as educational initiatives and/or trainings, as the responsible administrator determines appropriate under the circumstances.

The complainant may appeal the outcome of the investigation if the finding is not responsible (see appeals section below). If the investigator finds that the respondent is responsible for violation of this policy, then the responsible administrator and/or the investigator will present the findings to the respondent and the complainant separately. The respondent may accept the findings as presented, accept the findings in part and reject them in part, or reject all of the findings. If the respondent accepts the findings, the appropriate administrator, as outlined below, will impose sanctions appropriate for the violation. If the respondent is a student, the Dean will impose sanctions. If the respondent is a faculty member, the Director will impose sanctions. If the respondent is a staff member, the HR Director will impose sanctions. If the respondent rejects the findings in part or entirely, the responsible administrator will forward the complaint to the administrative hearing process (see below). In cases in which the respondent accepts some of the findings and rejects other, the findings accepted by the respondent will stand and the hearing will be convened solely to resolve the contested findings.

Sanctions

Cranbrook may consider the following determining sanctions(s): the nature of the circumstances surrounding the violation, the respondent's prior disciplinary record, precedent cases, Cranbrook safety concerns and other information deemed relevant. The sanction(s) will be structured to end such conduct, prevent its recurrence, and remedy its effects on the complainant and the Cranbrook community. The administrator will render a sanction decision within five (5) business days of receiving the investigator's findings. Not all violations will be deemed equally serious offenses, and Cranbrook reserves the right to impose different sanctions, ranging from warning to expulsion/termination, depending on the severity of the offense. Cranbrook will consider the concerns and rights of both the complainant and the respondent. Where appropriate, the sanctions will be reported to the complainant and the respondent in writing. The sanctions(s) imposed will be implemented immediately and will be in effect pending the outcome of the appeal. Possible sanctions include but are not limited to:

- Students: up to and including suspension or dismissal
- Faculty: up to and including suspension without pay and dismissal/termination of employment
- Staff: up to and including dismissal/termination of employment
- Third parties: up to and including removal from campus and termination of contractual agreements.

Formal administrative hearing procedure

Formal complaints of discrimination, harassment, and/or sexual misconduct as defined by this policy will be received and decided by an administrative hearing process. The staff member conducting the administrative hearing is charged with determining, based on the preponderance of the evidence or other legally appropriate standard, whether or not the respondent violated any Cranbrook policies specific to the alleged conduct. The administrative hearing officers will be assigned as follows:

- When the respondent is a student, the Dean.
- When the respondent is a faculty member, the Director and HR Director.
- When the respondent is a staff member, the HR Director

An alternate staff member may serve as the hearing officer when one of the appointed members is unavailable or must be recused from a particular case due to conflict of interest. Both parties will be given the opportunity to respond to the issues before the hearing officer. Such responses may be in writing or in person, and shall be made within the timeframe established by the hearing officer. The hearing officer will review all the documentation of the investigation, any other evidentiary material as needed, and may also call witnesses as deemed appropriate.

The hearing officer will determine an appropriate finding based on a preponderance of the evidence either that: (1) it is more likely than not that the alleged conduct did not occur and that the respondent is not responsible for violating Cranbrook policy; or (2) it is more likely than not that the alleged conduct did occur and the respondent is responsible for violating Cranbrook policy. If the officer finds that a violation occurred, they will issue a written decision that includes the imposition of sanctions, if appropriate. In determining sanctions, the officer will take into account any previous violations of this policy. If the respondent is a Cranbrook employee, copies of the decision are provided to the complainant and the respondent to the extent appropriate. If the respondent is a student, a copy of the written decision is provided to the respondent and the complainant. The complainant shall also be advised of the officer's decision to the extent permitted by the provisions of FERPA and required by

The Clery Act. If the officer determines that the respondent has violated the discrimination, harassment, and/or sexual misconduct policy, the appropriate administrator shall implement any sanctions imposed by the officer. When the respondent is an employee, the HR Director shall institute sanctions together with the respondent's supervisor and/or department head. Sanctions may include, but are not limited to:

Students: an oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; mandatory referral for psychological assessment and compliance with any resulting treatment plan; change in room assignment; probation; cancellation of residence hall contract and removal from the residence halls; suspension; or dismissal from Cranbrook.

Faculty: an oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; restriction of responsibilities; reassignment; denial of salary increase; suspension without pay; or termination.

Staff: an oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; restriction of responsibilities;

reassignment or transfer to another department; denial of salary increase; suspension without pay; or termination.

The sanctions described in this policy are not exclusive of and may be in addition to other actions taken or sanctions imposed by outside authorities. Sanctions imposed will be determined on the basis of the facts and the extent of harm to the individuals involved and Cranbrook's interests. The sanctions imposed will be implemented immediately and will be in effect pending the outcome of any appeal.

Appeals

Either party may appeal the hearing officer's decision in accordance with the policy detailed below. An appeal is not intended to be a new investigation or a full re-hearing of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and/or administrative hearing and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the appeals officer to substitute their judgment for that of the investigator or the hearing officer merely because the appeals officer disagrees with the finding and/or sanction. Appeal decisions are to be deferential to the investigator and the hearing officer, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. Disagreement with the finding or sanction is not, by itself, grounds for an appeal. The only grounds upon which an appeal may be made are:

Procedural error: a procedural error occurred that significantly impacted the outcome of the investigation and/or administrative hearing as it applies to the appealing party (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case as it applies to the appealing party must be included in the written appeal.

New information: new information has arisen which was not available or known to the appealing party during the investigation or hearing and that could have substantially impacted the original finding or sanction(s) had it been available at that time. Information that was known to the appealing party at the time of the investigation or hearing but which they chose not to present is not new information. A summary of this new evidence and its potential impact on the findings and/or sanction must be included in the written appeal; or

Disproportionate sanction(s): the sanctions imposed are substantially disproportionate to the severity of the violation(s). An explanation of why the sanction(s) are disproportionate to the severity of the violation must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) on the appealing party is not grounds for an appeal.

The written appeal should be submitted to the Title IX Coordinator or deputy coordinator within two (2) business days following the date of the administrative hearing outcome letter. The non-appealing party will receive notice of the appeal from the Title IX Coordinator or deputy coordinator and will have two (2) business days to submit a written response to the appeal to the Title IX

Coordinator or deputy coordinator. If the appeal is related to disproportionate sanctions, the administrator will have two (2) business days to submit a written explanation for the sanctioning decision to the Title IX Coordinator or deputy coordinator for submission to the appeals officer.

Confidentiality

Cases involving sexual misconduct are particularly sensitive and demand special attention to issues of confidentiality. Those responsible for carrying out the responsibilities outlined in this policy will respect the confidentiality and privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, involved in, respondent of, or otherwise involved in a discrimination, harassment, and/or sexual misconduct complaint are also required to keep the matter as confidential as is reasonably possible. Absolute confidentiality may not be maintained in all circumstances, including when Cranbrook is required to disclose information in response to legal process or when Cranbrook's need to protect the rights of others must outweigh confidentiality concerns. Often, the person reporting or otherwise concerned about discrimination, harassment, and/or sexual misconduct wants the conversation to be considered confidential or off the record. Faculty, staff and other Cranbrook employees may be required to disclose information concerning discrimination, harassment, and/or sexual misconduct that is not personally identifiable, or if a member of Cranbrook's community is at risk, to disclose personally identifiable information to the appropriate Cranbrook leaders.

Anonymous complaints

Cranbrook will reasonably respond to all allegations of discrimination, harassment, and/or sexual misconduct. However, due to the inherent difficulty of investigating and resolving allegations from unknown persons, it may difficult for Cranbrook to resolve an anonymous complaint. Cranbrook may be unable to impose disciplinary action against a person who has allegedly committed discrimination, harassment, and/or sexual misconduct if a complainant insists that his or her name not be revealed. Frivolous complaints the purpose of this policy is to promote and maintain an environment at Cranbrook that is free from discrimination, harassment, and/or sexual misconduct. Any member of Cranbrook's community who believes that they have been subjected to discrimination, harassment,

And/or sexual misconduct is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual, but ultimately for the entire Cranbrook community. However, false charges of discrimination, harassment, and/or sexual misconduct undermine the purpose and effectiveness of this policy. Accordingly, persons who knowingly make false charges of discrimination, harassment, and/or sexual misconduct may be subject to disciplinary action. The failure of a complaint to result in a finding of discrimination, harassment, and/or sexual misconduct is not alone evidence that the charges were knowingly false.

Record retention

Records of investigations and hearings are maintained by Cranbrook for five (5) years as indicated below.

Students: if the respondent is a student, the records will be maintained for five (5) years past the student's graduation or if the student leaves

Cranbrook before graduation, for five (5) years past their original expected graduation date.

Faculty or staff: if the respondent is a faculty or staff member, the records will be maintained for five (5) years past the conclusion of the investigation and any hearing.

Information concerning registered sex offenders

As required by the federal campus sex crimes prevention act, institutions of higher education must issue a statement advising Cranbrook community members where information concerning registered sex offenders may be obtained. Persons convicted of certain sex offenses are required by law to register with the state. Information on registered sex offenders is available at: <http://meganslaw.ca.gov/index.htm>. The department of justice national sex offender public website is also a source for sex offender information. For information on registered sex offenders attending or employed at Cranbrook, contact the local police department.

Academy Resources for Prevention and Awareness

In addition to the information provided by the Title IX / VAWA policy in this report, Cranbrook Academy of Art makes educational and prevention programs available to all students, staff and Artists-in-Residence of the Academy through EduRisk online training. These programs include information on the new Campus SaVE Act, information on understanding healthy versus abusive relationships; resources for help and information on preventing sexual assault; information to help students and staff understand respectful relationships and both prevent and report harassing behaviors; and resources for safe and positive options for bystander intervention.

The Student and Staff Training Learning portal of EduRisk is made available to all members of the Art Academy community for on-going learning. For detailed information on the programs, including registration and log-in instructions, please see the EduRisk Course Catalog for Higher Education and Information sheet (below).

Follow these instructions to enroll in UE's online courses:

1. Go to www.edurisklearning.org
2. First-time users should select the option to Register Now on the right side of the screen.
 - a. Create a username and provide information for a user profile.
 - b. Be sure to enter a valid email address & correct role at your institution***Please contact your training administrator if you are unsure of your role.**
 - c. Select the department and position that is most applicable to you
 - d. Enter this institution registration code: **0586-FPC4-XY12**
 - e. After clicking Register, you should receive an email with a temporary password
 - f. Follow the link in the email to sign on.
 - g. You will be prompted to enter a new password.
3. If you have any issues with the course please visit our support page at <http://support.edurisklearning.org/>

TECHNOLOGY USE POLICIES

Use of computer resources

The use of computer resources at Cranbrook is a privilege, not a right. The resources are to be used for educational purposes consistent with the mission of the institution as a whole.

Students shall not use the computer to harm other persons or their work. This includes: making computers difficult or inefficient for others; attempting to crash programs or networks; using programs designed to damage computers or inhibit network traffic; creating or sending chain letters; creating excessive copies of documents and images. Cranbrook's technology resources may not be used to access pornography, documents encouraging violence or illegal acts, or racist tracts or hate speech. Cranbrook's technology resources may not be used to engage in illegal downloading or unauthorized distribution of copyrighted materials.

Unauthorized software

Software is an intellectual property. It is unethical to copy software unless permission has been obtained from its creator. Cranbrook must own and retain the licenses for any copyrighted software loaded on Cranbrook's computers.

Commercial purposes

Cranbrook's technology resources may not be used for private gain or commercial purpose. Permission must be obtained from the Director for use of Cranbrook equipment for other non-profit agencies or causes.

Damaging hardware or software

All users shall respect the integrity of technologically based information. Users shall not in any way damage, vandalize, hack, or destroy equipment, either physically or making the system difficult for others to use. Printing excessive copies, attempting to crash computers, transmitting chain letters or excessive messages, or using devices that restrict legitimate use all are examples of conduct violating the Technology Use Policy.

Harassment

Use of the telephone system, copy machines, or computer systems to send harassing, demeaning, libelous, threatening, or obscene messages anywhere is prohibited.

Invasion of privacy

All users shall respect the interests of other users. Any attempt by users to access another user's or Cranbrook's private files, telephone or email messages will be considered theft. No one may attempt to gain access to unauthorized resources to which Cranbrook has access.

All users using passwords to access sensitive information shall not share such passwords and will observe appropriate security. Sharing or accounts, passwords, or leaving open accounts unattended is a violation of the Policy.

Unauthorized distribution of copyrighted material

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Consequences

The consequences of violating the Technology Use Policy will be in keeping with the Academy’s disciplinary system. Cranbrook has the right to review any material stored on any system provided by the institution and to edit or remove any material. Violations may result in probation, dismissal, and/or full financial restitution to Cranbrook for time and money spent resolving issues resulting from misuse of computer systems.

Legal Sources for Downloading

<http://www.whymusicmatters.com> provides links to many legal music pages where you can locate MP3s and other forms of digital music that are provided for free or at a small charge. WhereToWatch.org links to several online services where you can download and watch television shows and movies ranging from major feature films to independent short subjects.

While the Academy cannot endorse any particular Internet music or movie service provider, we do recommend the organizations above as good starting points as well as the following sources: <http://www.educause.edu/legalcontent>; <http://wheretowatch.org/>.